

July 9, 2018

The Chehalis city council met in regular session on Monday, July 9, in the Chehalis city hall. Mayor Pro Tem Terry Harris called the meeting to order at 5:00 pm with the following council members present: Daryl Lund, Tony Ketchum, Bob Spahr, and Chad Taylor. Mayor Dennis Dawes and Councilor Isaac Pope were absent (excused). Staff present included: Jill Anderson, City Manager; Ken Cardinale, Fire Chief; Caryn Foley, City Clerk; Bill Hillier, City Attorney; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; and Glenn Schaffer, Police Chief. Members of the media included Will Rubin of *The Chronicle*.

1. **Port of Chehalis Update.** Randy Mueller, Chief Executive Officer of the Port of Chehalis, provided a summary of recent Port activities:

- Construction projects underway – Maurin Road industrial site; 10,000 sq. ft. building on McBride Court; Port office building parking lot.
- Berwick Creek flood and habitat project – not on Port property, but will benefit the community.
- Lewis County Flood Control District #1 Chehalis Industrial Park flood study - five recommended projects costing about \$1 million both in and out of the city limits in the UGA. EDA funding will be sought.
- Broadband projects to attract new business.
- “Connecting Educators and Industry” event at W.F. West High school to connect career and technical education teachers to employers. As a result, teachers were able to tour eight manufacturing sites in the Industrial Park.

2. **Citizens Business – Severe Weather Shelter Report.** Josh Gering with Hub City Mission (132 Kirkland Road, Chehalis) reported on the severe weather shelter program held at the fairgrounds from November 3, 2017 – March 25, 2018. 1,965 bed nights were provided over 86 nights with the help of about 100 active volunteers that kept the program running. The program helped vulnerable members of the community. Mr. Gering thanked the council for their financial support.

3. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following items:

- a. Minutes of the regular meeting of June 23, 2018;
- b. June 29, 2018 Claim Vouchers No. 122835-122966 in the amount of \$319,045.81;
- c. June 29, 2018, Payroll Vouchers No. 40296-40373, Direct Deposit Payroll Vouchers No. 9613-9716, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 188-191 in the amount of \$853,448.28; and
- d. Agreement with Human Response Network to provide services to victims and survivors of domestic violence and sexual assault.

The motion was seconded by Councilor Lund and carried unanimously.

4. **Ordinance No. 989-B, First Reading – Relating to the Public Records Act.** City Manager Anderson acknowledged the work of the City Clerk in preparing the recommendations to update the city’s Public Records Act ordinance.

Caryn Foley stated legislative changes require the city to update its public records ordinance. Some of the changes include allowing the denial of requests for any and all records not relating to a particular subject; allowing the denial of automatically generated requests under certain criteria; and requiring a new tracking mandate for agencies with at least \$100,000 in annual staff and legal costs associated with fulfilling records requests. Ms. Foley noted Chehalis did not meet the \$100,000 threshold in 2017, which was the first reporting year. Another change related to the charges that can be assessed and included six alternatives: actual costs; an alternative flat fee of \$2; an alternative fee arrangement, statutory default fees; a customized access service charge; and waiving charges. Ms. Foley stated that after evaluating the alternatives, staff was recommending that Council adopt some of the default fees, the customized access service fee, and then waiving some charges. The recommendations included:

- 15 cents/page for photocopies after 100 pages
- 10 cents/page for scanning paper documents into an electronic format after 100 pages
- Actual costs for digital storage media, container, envelope, postage, delivery, and outside copying costs
- Actual costs for the use of information technology (IT) expertise

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- Waiving charges for uploading and transmitting scanned documents, and for victims or persons involved in an incident pertaining to police records

Ms. Foley stated the statutory default fees are the same as in the current ordinance, but the number of pages before a cost is incurred is proposed to be increased from 50 to 100. When using the Customized Access Charge, the requestor must be notified that services are required, and provided with an estimate of the cost to provide them the option of modifying their request to reduce the charges. Waiving fees for uploading and transmitting electronic documents are allowed under the statutory default fees, but Ms. Foley noted the allowable fees are pretty de minimis and not worth the staff time to process. She noted the real cost in providing records is the staff time involved in searching, organizing, reviewing, and redacting information, but those are costs that agencies are not allowed to charge for under state law. She added it is also the police department's practice to not charge victims or individuals involved in an incident.

Councilor Ketchum confirmed there would be no charge for records for the first 100 pages. Ms. Foley stated that was correct, but noted that if the request exceeds 100 pages, charges would be incurred back to the first page.

Councilor Taylor moved to pass Ordinance No. 989-B on first reading. The motion was seconded by Councilor Lund and carried unanimously.

5. Administration Reports.

a. **ADCOMM Feasibility Study for a North Lewis County Dispatch Center.** City Manager Anderson stated the city partnered with the Riverside Fire Authority (RFA) and the city of Centralia to produce the report. She stated City Manager Rob Hill and Police Chief Carl Neilsen were in the audience representing the city of Centralia. In addition, future County Manager Erik Martin and Commissioner Bobby Jackson were also in the audience. Ms. Anderson acknowledged the work of Chief Schaffer and Chief Cardinale relating to the project.

Chief Schaffer stated challenges with the current 911 system have come before the council several times over the last three years. Last year, the cities of Chehalis and Centralia, and Riverside Fire Authority contracted with ADCOMM to provide a feasibility study to determine if a Chehalis/Centralia 911 center was a viable option. The study was completed and has been provided to the council, and indicates that such a center is both feasible and allowable under state law. Chief Schaffer stated that 28 Lewis County agencies currently use the 911 county center and pay approximately two-thirds of the funding, and Chehalis Police and Fire, Centralia Police, and RFA fund more than half of that total since they account for a majority of the radio traffic handled by the center. He stated the study lays out information regarding a number of items:

- Type of public safety answering point of center (either primary or secondary), and how it would interact with the current 911 center regarding call routing and call answering.
- Staffing and operations depending on the functions provided by the center, as well as call volume and staffing levels to meet demands.
- Breakdown of different levels of staffing, schedules, and personnel costs.
- Facility requirements, utilities, radio tower, mechanical systems, and radio, telephone, and data requirements.
- Capital and operating budget that estimates costs of approximately \$3.8 million, and annual operating costs of about \$2 million. While estimated on the high side, there are several variables that could change these figures one way or the other.

Chief Schaffer stated the study did not include the context of the present and future costs of the current center. He stated Chehalis Police and Fire, RFA, and Centralia Police currently contribute 57% of the user agency fees to Lewis County 911, which amounted to \$989,011 in 2018. Since 2009, the Chehalis Police Department has seen a 58% increase in user fees, with an average of 10% per year over the past three years, and an anticipated 10 to 15% increase in 2019. Projecting out 10 years at a 10% increase per year, the cost for just Chehalis Police and Fire will top \$750,000 per year. The increase in user fees so far have not included any fees for the replacement or repair of infrastructure and equipment. There is also discussion now of a new facility needed for Lewis County, and it is expected that these fees would be extended to user agencies.

Chief Schaffer indicated that Chehalis, RFA, and Centralia continue to work with Lewis County to improve the current center. Representatives meet regularly with the center director and a combined user committee has been established to put representatives of all agencies around the table. The current interlocal agreement allows the combined user committee to make

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recommendations to the center director; however, Chehalis has no formal ability or authority to affect change outside the recommendations. He stated it was an ongoing process, and now that the study is complete, the four participating agencies will discuss the results, determine next steps, and explore other potential solutions to improving 911 services.

Councilor Spahr asked what the Lewis County Sheriff's Office and county fire districts pay. Chief Schaffer stated there are 28 agencies that pay into Lewis County 911. Those agencies include 18 fire districts and 10 law enforcement agencies. He explained the fees are divided into law and fire. Law enforcement agencies pay 70% of the user fees, while fire agencies pay 30%. Of that 70%, Centralia Police pays 40%, Chehalis pays 17%, and the Lewis County Sheriff's Office pays 34%.

City Manager Anderson stated that general estimates indicate that the Sheriff's Office picks up about 25% of the total user fees. She noted staff has run a lot of numbers and would like to discuss them with the council in a future workshop. She stated the funding formulas under the existing agreement are of concern. The county does not want to subsidize 911 operations, which is understandable, and the city is also concerned about that, particularly in light of the investment that is needed to improve current infrastructure. Ms. Anderson stated no one disagrees that the current infrastructure needs replaced and county is working to keep it together. She stated it was going to be expensive regardless of which path is taken and is why it is recommended that the four agencies continue to explore the option of a new 911 center, but also continue to work with Lewis County to improve the current system.

Councilor Ketchum agreed that either path is going to be a staggering amount of money, and that staff needs to look at all options while continuing to work with Lewis County. He thanked staff for all the work that went into the report.

Councilor Taylor believed everyone wanted to provide a quality 911 service to the community. He wished the current organizational structure provided all the user agencies a say in how the center was operated, not just controlled by the county. He supported staff's recommendation, but hoped there was a way that all agencies remained partners. He suggested that maybe it was time to look at a reorganization of how the center is operated.

Councilor Lund stated the agencies are not working together, and that you can't put a value on a life. Who is going to tell a family that the reason their family member died was because we weren't on top of things and people couldn't get along? He stated the city's chiefs are trying to do something for our community and there just bucking heads with the county. It's not worth waiting for someone to die before they start working together.

Councilor Taylor agreed. The current structure of the 911 center does not provide Chehalis a real voice or any authority. The key to being on an effective board that actually can make some decisions is having a voice and being able to fix something that is broken. He wanted to think that the county commissioners believed the same.

Commissioner Jackson stated one of the things he campaigned on was the safety of citizens. He stated the county doesn't deny there have been and continue to be issues with the 911 system, but he thought the new ILA provided for user groups to provide input. He assured the council that the county commissioners are concerned about public safety, that the call center is antiquated; and that equipment needs to be replaced. He stated he is an appointed member of the state emergency management 911 advisory committee. He wanted all the user agencies to work together and iron out disagreements and thought the new ILA was a good step in the right direction. Commissioner Jackson stated that at some point, we need to stop rehashing the past and move forward. He stated the county just installed a brand new system created by the federal government for dashed addresses to make it easier to find people. He stated the county wants to fix the issues and Steve Mansfield has done a tremendous job moving things forward. He stated he didn't think any conversation was off the table and he committed working toward a resolution that was beneficial and satisfactory to all.

Councilor Taylor asked if there was a commitment from the county to give the cities an actual voice to affect change and not just provide recommendations, perhaps by starting over organizationally with a real board of directors.

Commissioner Jackson noted the county is coming out of a very difficult previous administration and they've spent the last year-and-a-half trying to move forward to change the culture. While he couldn't speak for his fellow commissioners, he thought there was no conversation that was off the table, including the idea of a board of directors. He noted state law provides that counties are responsible for 911 services, so that was something to keep in mind.

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Councilor Lund stated if the law says the county is responsible for 911 services, then why doesn't the county pay for it? Commissioner Jackson stated 911 tax dollars, funding from the state, and funding from user groups pay for the system. Councilor Lund asked if that was how it was done in other counties. Commissioner Jackson guessed it probably was.

Councilor Ketchum stated he believed the consensus of the council was that we wanted to be heard, but we're not being heard, and you can't get rid of the past until you fix the past.

Councilor Taylor moved to accept the report and direct staff to continue to explore alternatives for the delivery of 911 dispatch services, including continuing to work with Lewis County Dispatch to improve the service and to identify possible long-term arrangements for creating an operationally and financially effective service-delivery model. The motion was seconded by Councilor Ketchum and carried unanimously.

City Manager Anderson noted the city is committed to working with the county on this issue and others.

b. **City Manager Update.** City Manager Anderson reminded everyone that the Seattle-to-Portland bicycle ride is this coming weekend and ChehalisFest is set for July 28.

6. **Councilor Reports/Committee Updates.**

a. Councilor Ketchum stated the first annual Human Response Network is this Friday at Riverside Golf Club. A trophy has been donated and they invite all first responders to participate and compete against each other for the prize. The cost is \$400 per team.

b. Councilor Lund stated there have been a lot of burglaries around town in the State Street area. He complimented the Police Department for their fast and courteous responses. He suggested that staff look at creating neighborhood watch programs to promote things that business owners and residents can do to help protect their property. City Manager Anderson noted the Police Department is actively investigating the robberies and she was looking forward to being able to communicate with the council that a person has been caught.

There being no further business to come before the council, the meeting was adjourned at 5:57 pm.

Dennis L. Dawes, Mayor

Caryn Foley, City Clerk

Approved: 7/23/2019

Initials: cf

