



**CITY COUNCIL MEETING AGENDA**  
Tuesday – January 14, 2025 – 6:00 PM

Shawn O’Neill,  
Mayor  
[soneill@cityofnapavine.com](mailto:soneill@cityofnapavine.com)

Brian Watson,  
Council Position No.1  
[bwatson@cityofnapavine.com](mailto:bwatson@cityofnapavine.com)

Ivan Wiediger,  
Council Position No.2  
[iwiediger@cityofnapavine.com](mailto:iwiediger@cityofnapavine.com)

Don Webster,  
Council Position No.3  
[dwebster@cityofnapavine.com](mailto:dwebster@cityofnapavine.com)

Heather Stewart,  
Council Position No.4  
[hstewart@cityofnapavine.com](mailto:hstewart@cityofnapavine.com)

Duane Crouse,  
Council Position No.5  
[dcrouse@cityofnapavine.com](mailto:dcrouse@cityofnapavine.com)

**Staff Members**

Rachelle Denham,  
City Clerk

Michelle Whitten,  
City Treasurer

Bryan Morris,  
PW Director  
Community Development

John Brockmueller,  
Chief of Police

Allen Unzelman  
Honorable Judge-Municipal Court

Jim Buzzard,  
Legal Counsel

**City of Napavine**  
407 Birch Ave SW  
P O Box 810  
Napavine, WA 98565  
360-262-3547

**City Website**  
[www.cityofnapavine.com](http://www.cityofnapavine.com)

- I. CALL TO ORDER**
- II. INVOCATION**
- III. PLEDGE OF ALLEGIANCE**
- IV. ROLL CALL**
- V. APPROVAL OF AGENDA – AS PRESENTED**
  
- VI. APPROVAL OF MEETING MINUTES – December 10, 2024**
  - 1) Regular Council Meeting**
  
- VII. STAFF & COUNCIL REPORT**
  
- VIII. CITIZEN COMMENTS – NON-AGENDA ITEMS**
  
- IX. NEW BUSINESS**
  - 1) Vouchers – M. Whitten**
  - 2) ILA Lewis County 911 Dispatch Services – J. Brockmueller**
  - 3) Resolution 25-01-156 Small Works Roster – B. Morris**
  - 4) Mayor Pro Tem Election Two Year Term– Mayor O’Neill**
  
- X. ADJOURNMENT – CLOSE OF MEETING**

**Council Meeting is held in person and via Teleconference.**

**Teleconference Information**

**Dial-in number (US): (720) 740-9753**

**Access code: 8460198**

**To join the online meeting: <https://join.freeconferencecall.com/rdenham8>**



NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES

December 10, 2024, 6:00 P.M.

Napavine City Hall, 407 Birch Ave SW, Napavine, WA

**CALL TO ORDER:**

Mayor Shawn O’Neill called the regular city council meeting to order at 6:00 pm.

**INVOCATION:**

The invocation was led by Bryan Morris.

**PLEDGE OF ALLEGIANCE:**

Mayor Shawn O’Neill led the flag salute.

**ROLL CALL:**

**Council members present:** Brian Watson Councilor #1, Ivan Wiediger Councilor #2, Don Webster Councilor #3, Heather Stewart Councilor #4, Duane Crouse, Mayor Pro Tem.

**City staff members present:** City Clerk - Rachele Denham, Chief of Police – John Brockmueller, Treasurer - Michelle Whitten, CD/PW Director - Bryan Morris. Not Present: Legal Counsel- Jim Buzzard.

**CONSENT/APPROVAL OF AGENDA**

<b>MOVED:</b>	Ivan Wiediger	Motion: Approval of Agenda- As Presented.
<b>SECONDED:</b>	Heather Stewart	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried: 5 aye and 0 nay.	

**APPROVAL OF MEETING MINUTES**

<b>MOVED:</b>	Brian Watson	Motion: Approval of November 26, 2024, Meeting Minutes for the Regular Council Meeting and the Public Hearing for 2025 Final Budget.
<b>SECONDED:</b>	Don Webster	
<i>Discussion: No Discussion.</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried: 5 aye and 0 nay.	

**STAFF & COUNCIL REPORTS:**

**John Brockmueller – Chief of Police**

- Greetings to the council, operations are normal.

**Rachelle Denham – City Clerk**

- Billing report in writing and wished everyone a Merry Christmas.

**Bryan Morris - PW/CD Director**

- Merry Christmas and his report is in writing.

**Michelle Whitten – Treasurer**

- No report. Wished everyone a Happy Holidays.

**Amy Hollinger - Planning Commission**

- At the last meeting worked on the Comp Plan and have set up a workshop on December 16<sup>th</sup> at 5:30pm to go over the first four chapters. There have been a few amendments to Chapter NMC 16.06 Establishment of Zoning Districts and Maps. Passed NMC Ch. 16.08 Planned Amendments and Zone Changes.

**Rick Carns – Funtime Festival**

- The lighted Tractor Parade went well, he thanked the city for their help. There were a few issues but all in all went well. He is looking forward to next year and hopes that it will get bigger and better. The vision is to have more lighting and a sign hanging up that says, “Merry Christmas”. The Fire Dept looks great.

**Heather Stewart – Councilor 4**

- The city looks awesome, and fun all decorated! Merry Christmas to everyone.

**Don Webster – Councilor 3**

- The parade was great. Getting the floats lined up was like herding cats but was a whole lot of fun! Echoed by Councilor Ivan Wiediger.

**Brian Watson – Councilor 1**

- Sports update: The football team lost the State Champ this year but had a great season. Took 2<sup>nd</sup> in the State, third year in a row. Now on to Basketball season! Merry Christmas to everyone.

**Shawn O’Neill – Mayor**

- Looked like the parade was great! Thanked Bryan and his crew for all their help with getting the town all decorated. Definitely will try to figure out a way to get the park lit up without damaging the new kitchen for next year. The end result is the contention is down, and the teamwork is up!

**CITIZEN COMMENTS – NON-AGENDA ITEMS:** *The recording link can be accessed for entire citizen comments. This is a brief summary and not verbatim.*

- **None**

**NEW BUSINESS**

**VOUCHERS- M. WHITTEN**

The following voucher/warrants/electronic payments are approved for payment:

Accounts Payable	101	36	57,554.95	39438-39473
Electronic Payments	1	1	18.00	EFT*20241202
Payroll Vendors	1	1	975.00	39474

December - December 2024 First Council Meeting December 10, 2024

Reference	Date		Amount	Notes
Electronic Payroll	6	6	45,762.37	EFT*20241201/03-07
ACH Direct Deposit	1	1	36,921.38	Direct Deposit 12/05/2024
<b>Total Vouchers</b>	<b>110</b>	<b>45</b>	<b>\$141,231.70</b>	

<b>MOVED:</b>	Don Webster	Motion: Pay the bills. Approval of the Vouchers dated December 10, 2024, First Council Meeting.
<b>SECONDED:</b>	Heather Stewart	
<i>Discussion: No Discussion.</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye and 0 nay.	

**TIB GRANT AWARD PROJECT NO. 6-W-963-(I06)-1 – B. MORRIS**

<b>MOVED:</b>	Ivan Wiediger	Motion: Grant the Mayor to sign the TIB Grant Award.
<b>SECONDED:</b>	Don Webster	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye 0 nay.	

**ORD 655-A: 2024 BUDGET AMENDMENT – M. WHITTEN**

<b>MOVED:</b>	Duane Crouse	Motion: Approve Ordinance 655-A 2024 Budget Amendment.
<b>SECONDED:</b>	Brian Watson	
<i>Discussion: No Discussion.</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye 0 nay.	

**ORD 667: 2025 FINAL BUDGET – M. WHITTEN**

<b>MOVED:</b>	Don Webster	Motion: Approve Ordinance 667-2025 Final Budget.
<b>SECONDED:</b>	Ivan Wiediger	
<i>Discussion: No Discussion.</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye 0 nay.	

**RESOLUTION 24-12-155: 2025 FEE SCHEDULE – M. WHITTEN**

<b>MOVED:</b>	Brian Watson	Motion: Pass Resolution 24-12-155: 2025 Fee Schedule.
<b>SECONDED:</b>	Heather Stewart	
<i>Discussion: Counselor Stewart asked if the fees were increased over 30%. Treasurer Whitten responded, no. Fees that were changed were only the fees that had been discussed in prior meetings.</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye 0 nay.	

**ORD 668: CITY HALL BUSINESS HOURS AND ORD 669: MUNICIPAL COURT HOURS – R. DENHAM**

<b>MOVED:</b>	Don Webster	Motion: Approve Ordinance 668 and 669 Change of City Hall Business Hours.
<b>SECONDED:</b>	Brian Watson	
<i>Discussion: Counselor Stewart asked some questions/concerns about the hours being worked and city hall hours. The City Clerk provided some clarification of the concerns that Counselor Stewart asked about. Bryan and Rachelle will be participating with the Highschool for mock interviews.</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye 0 nay.	

**ADJOURNMENT:** Meeting Adjourned at 6:34 p.m.

<b>MOVED:</b>	Don Webster	Motion: To Adjourn – Close of Meeting
<b>SECONDED:</b>	Ivan Wiediger	
<i>Discussion: No Discussion.</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye and 0 nay.	

*These minutes are not verbatim. If so desired, a recording of this meeting is available online from [freeconferencecall.com](https://fcdl.in/DqR5DsbAhC) or at the link <https://fcdl.in/DqR5DsbAhC> .*

**Respectfully submitted,**

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Rachelle Denham, City Clerk

Shawn O’Neill, Mayor

Councilor



## Voucher Information Dec 2024 Open Period

December 2024 Open Period

Number	Name	Print Date	Amount
<b>Umpqua Bank</b>	<b>2050007885</b>		
<b>Check</b>			
39475	BHC Consultants	12/24/2024	\$3,172.80
39476	Buzzard O'Rourke	12/24/2024	\$4,575.00
39477	Capital Business Machines	12/24/2024	\$460.79
39478	City of Napavine	12/24/2024	\$1,582.02
39479	CT Publishing LLC dba The Chronicle	12/24/2024	\$101.93
39480	Joseph O. Enbody	12/24/2024	\$2,700.00
39481	LCSO-Corrections Bureau	12/24/2024	\$16.73
39482	Lewis County Public Health Department	12/24/2024	\$344.00
39483	Lewis County PUD	12/24/2024	\$2,276.66
39484	Lewis County Sheriffs Office	12/24/2024	\$730.64
39485	Lewis County Treasurer	12/24/2024	\$70.80
39486	Pointe Pest Control	12/24/2024	\$269.75
39487	Providence Hospital/cent	12/24/2024	\$8.00
39488	Quill Corporation	12/24/2024	\$328.78
39489	State Treasurer's Office	12/24/2024	\$3,138.95
39490	Traffic Safety Supply Co.	12/24/2024	Void
39491	Miner, Karen	12/24/2024	\$100.00
39492	Blankenship, Jessica	12/24/2024	\$100.00
39493	Twin Cities Signs & Graphics	12/24/2024	\$3,029.60
39494	US Bank Corp Payment Syst	12/24/2024	Void
39495	US Bank NA Cincinnati	12/24/2024	\$40.00
39496	Vision Municipal Solution	12/24/2024	\$2,547.94
39497	WA Dept of Transportation	12/24/2024	\$2,369.32
39498	Winlock Auto Supply	12/24/2024	\$50.23
39499	US Bank Corp Payment Syst	12/24/2024	\$2,134.91
39500	International Brotherhood Teamsters Local 252	1/2/2025	\$1,061.50
39501	Cities Insurance Assoc	12/31/2024	\$161,626.97

Number	Name	Print Date	Amount
39502	Propel Insurance	12/31/2024	\$4,000.00
39503	Lewis County Treasurer	1/14/2025	\$1,221.15
39529	Godbey, Judy A	1/3/2025	\$636.82
Dec 1-15, 2024	Payroll Vendor	12/20/2024	\$35,850.48
December 16-31, 2024	Payroll Vendor	1/3/2025	\$44,220.86
EFT*20241208	WAVE	12/15/2024	\$98.43
EFT*20241209	WAVE	12/23/2024	\$112.10
EFT*20241210	WAVE	12/23/2024	\$112.10
EFT*20241211	WAVE	12/23/2024	\$112.10
EFT*20241212	US Cellular	12/9/2024	\$55.80
EFT*20241213	USDA Rural Develop Office	12/20/2024	\$11,355.00
EFT*20241214	Crystal Springs/Primo	12/31/2024	\$42.67
EFT*20241215	Invoice Cloud Inc	12/1/2024	\$198.25
EFT*20241216	Dept of Licensing Firearms Desk	12/6/2024	\$36.00
EFT*20241217	Dept of Revenue	12/26/2024	\$393.00
EFT*20241218	DE Lage Landen Financial Services	1/1/2025	\$464.00
EFT*20241219	Centurylink	12/11/2024	\$56.37
EFT*20241220	Centurylink	11/12/2024	\$56.37
EFT*20241221	AFLAC Remittance Processing	1/2/2025	\$543.20
EFT*20241222	Dept of Treasury Internal Revenue Service	12/18/2024	\$7,282.52
EFT*20241223	Dept of Retirement Systems	12/18/2024	\$7,618.95
EFT*20241224	Dept of Retirement Systems	1/2/2025	\$9,214.70
EFT*20241225	Dept of Treasury Internal Revenue Service	1/2/2025	\$10,536.50
EFT*20241226	Vimly Benefit Solutions, Inc	1/2/2025	\$2,124.26
EFT*20241227	Nationwide Retirement Solutions	1/2/2025	\$7,442.42
EFT*20241228	Washington Teamsters Welfare Trust	1/2/2025	\$21,351.80
EFT*20241229	Dept of Licensing Firearms Desk	12/27/2024	\$18.00
EFT*20241230	Dept of Treasury Internal Revenue Service	1/9/2025	\$62.18
		<b>Total</b>	<b>\$358,053.35</b>
		<b>Total</b>	<b>\$358,053.35</b>

The following voucher/warrants/electronic payments are approved for payment:

Number	Name	Print Date	Amount
Accounts Payabl	62	28	196,996.97 39475-39503
Electronic Payme	14	14	13,110.19 EFT*20241208-20, 29
Payroll Vendors	2	2	1,698.32 39500/39529
Electronic Payrol	9	9	66,176.53 EFT*20241221-28/30
ACH Direct Depo	16	16	35,850.48 Direct Deposit 12/20/2024
ACH Direct Depo	17	17	44,220.86 Direct Deposit 01/3/2025
<b>Total Vouchers</b>	<b>120</b>	<b>86</b>	<b>\$358,053.35</b>

WE, THE FOLLOWING SIGNEES, APPROVE THE VOUCHERS FOR PAYMENT:

MAYOR: \_\_\_\_\_

TREASURER: \_\_\_\_\_

COUNCILOR #1: \_\_\_\_\_

COUNCILOR #2: \_\_\_\_\_

COUNCILOR #3: \_\_\_\_\_

COUNCILOR #4: \_\_\_\_\_

COUNCILOR #5: \_\_\_\_\_

Police Department - John Brockmueller \_\_\_\_\_

Public Works/Community Development - Bryan Morris \_\_\_\_\_

Court- Lacie Dewitt \_\_\_\_\_

City Clerk - Rachelle Denham: \_\_\_\_\_

DATED THIS \_DAY OF \_\_\_\_\_, 2025





## Voucher Report Jan 2025 1st Council Meeting

January 2025 1st Council Meeting Jan 14, 2025

Number	Name	Print Date	Amount
<b>Umpqua Bank</b>	<b>2050007885</b>		
<b>Check</b>			
39504	AWC	1/14/2025	\$2,940.14
39505	Badger Meter	1/14/2025	\$419.91
39506	Capital Business Machines	1/14/2025	\$343.59
39507	Chehalis Outfitters	1/14/2025	\$1,242.53
39508	City of Chehalis	1/14/2025	\$18,763.00
39509	Duane Elwood	1/14/2025	\$185.00
39510	First Responders Outfitters-TAC	1/14/2025	\$810.28
39511	Grants Towing & Automotive Inc	1/14/2025	\$323.73
39512	Joseph O. Enbody	1/14/2025	\$1,800.00
39513	LCSO-Corrections Bureau	1/14/2025	\$4,752.21
39514	Lewis County PUD	1/14/2025	\$5,510.23
39515	Mrs. Klean Janitorial	1/14/2025	\$634.00
39516	Pape Machinery	1/14/2025	\$182.02
39517	Pete Hinton	1/14/2025	\$65.00
39518	Sarah Berry c/o Duane Elwood	1/14/2025	\$549.28
39519	Sweeny's Ace Hardware	1/14/2025	\$240.73
39520	Traffic Safety Supply Co.	1/14/2025	\$133.48
39521	US Cellular	1/14/2025	\$1,368.39
39522	Utilities Underground Location Center	1/14/2025	\$10.71
39523	Vander Stoep, Blinks, Jones & Unzelman	1/14/2025	\$1,100.00
39524	Vision Municipal Solution	1/14/2025	\$24,589.50
39525	WA Dept of Transportation	1/14/2025	\$1,756.26
39526	Washington State Patrol	1/14/2025	\$13.25
39527	Wilson Parts Corporation	1/14/2025	\$398.36
39528	Winlock Auto Supply	1/14/2025	\$18.32
EFT*20250101	Invoice Cloud Inc	1/14/2025	\$170.25
EFT*20250102	US Cellular	1/7/2025	\$55.75

Number	Name	Print Date	Amount
EFT*20250103	Centurylink	1/13/2025	\$56.37
<b>Total</b>			<b>\$68,432.29</b>
<b>Total</b>			<b>\$68,432.29</b>

**The following voucher/warrants/electronic payments are approved for payment:**

Type	Invoices	Checks	Total	Voucher Numbers
Accounts Payable	91	25	68,149.92	39504-39528
Payroll Vendors	0	0	-	0
Electronic Payments	3	3	282.37	eft*202501-03
Electronic Payroll	0	0	-	
ACH Direct Deposit	0	0	-	
<b>Total Vouchers</b>	<b>94</b>	<b>28</b>	<b>\$68,432.29</b>	

WE, THE FOLLOWING SIGNEES, APPROVE THE VOUCHERS FOR PAYMENT:

MAYOR: \_\_\_\_\_

TREASURER: \_\_\_\_\_

COUNCILOR #1: \_\_\_\_\_

COUNCILOR #2: \_\_\_\_\_

COUNCILOR #3: \_\_\_\_\_

COUNCILOR #4: \_\_\_\_\_

COUNCILOR #5: \_\_\_\_\_

Police Department - John Brockmueller \_\_\_\_\_

Public Works/Community Development - Bryan Morris \_\_\_\_\_

Court- Lacie Dewitt \_\_\_\_\_

City Clerk - Rachele Denham: \_\_\_\_\_

DATED THIS    DAY OF   , 2025

## Interlocal Agreement LEWIS COUNTY 911

Effective Date:

This Interlocal Agreement ("**Agreement**") is entered into by and between Lewis County, the cities of Centralia, Chehalis, Napavine, Winlock, Vader, Toledo, Mossyrock, and Morton, the Town of Pe Ell, Lewis County Fire Districts 1- Onalaska, 2 – Toledo, 3 – Mossyrock, 4 – Morton, 5 – Napavine, 6 – Chehalis, 8 – Salkum, 9 – Mineral, 10 – Packwood, 11 – Pe Ell, 13 – Curtis, 14 – Randle, 15 – Winlock, 16 – Doty, 17 – Ashford, 18 – Glenoma, Cowlitz-Lewis Fire District 20, and Riverside Fire Authority, each municipal corporations and political subdivisions of the State of Washington (individually, a "**Party**" and collectively, the "**Parties**"). This Agreement relates to the creation and operation of a joint undertaking among the Parties hereto to be known as LEWIS COUNTY 911. This Agreement is made pursuant to the Interlocal Cooperation Act, chapter 39.34 RCW, and has been authorized by the legislative body of each jurisdiction.

WHEREAS, current public safety communications systems, including public safety answering point (PSAP) facilities and radio system infrastructure, require updating and new technologies to meet future demands; and

WHEREAS, the Parties and the residents of Lewis County would benefit both in terms of efficiency and economy from a communications system consolidated into a single agency for the purpose of providing public safety communication services to Lewis County and the cities, towns, and fire protection jurisdictions within Lewis County; and

WHEREAS, Chapter 39.34 RCW, the Interlocal Cooperation Act, authorizes the Parties to enter into an interlocal agreement for the joint provision of communication services; and

WHEREAS, a new Emergency Communications joint undertaking to be referred to as LEWIS COUNTY 911 will provide consolidated communications services currently performed by Lewis County 911 Communications; and

WHEREAS, it is the intent that, where appropriate, LEWIS COUNTY 911 will be the successor and assign to existing Lewis County 911 Communications obligations and agreements;

NOW, THEREFORE, in consideration of the mutual promises, benefits, and covenants contained in this Agreement and other valuable consideration, the sufficiency of which is acknowledged, the Parties agree to the above Recitals and the following terms and conditions:

1. DEFINITIONS. The following terms used in this Agreement are as follows:
  - a. Administering Agency (AA) – Lewis County will provide administrative support and fiscal services on behalf of LEWIS COUNTY 911 as the Administering Agency. The Administering Agency will be the fiscal agent for LEWIS COUNTY 911 in accordance with the requirements of chapter 39.34 RCW..

- b. Executive Board - The governing board for LEWIS COUNTY 911 is comprised of agents appointed by the Parties as provided herein, who will act on behalf of all Parties and as may be in the best interest of LEWIS COUNTY 911 in order to carry out the purposes of this Agreement.
  - c. Operations Board –A board comprised of members as provided herein who represent the operations divisions of their respective agencies. Provides operational suggestions to the Executive Director and advises the Executive Board on operational matters.
  - d. Funds – Any fund established by the Administering Agency as the fiscal agent, with said Funds being, in all respects, segregated from the general funds of the Administering Agency.
  - e. Operating Fund of LEWIS COUNTY 911– An account held by the Administering Agency for the receipt of contributions from the Parties and other private or public entities for the purpose of paying for the operations of and supporting the LEWIS COUNTY 911 annual budget per RCW 39.34.030 (4) (b).
  - f. Executive Director – The chief executive officer for LEWIS COUNTY 911 responsible for LEWIS COUNTY 911 administration, operations, budget and other matters as dictated by this agreement and the Executive Board. Lewis County’s 911 Department Director shall be the Executive Director at the commencement of this agreement.
  - g. Staff – The full-time and part-time personnel hired or assigned by the Administering Agency with the responsibility of carrying out LEWIS COUNTY 911 operations.
  - h. LEWIS COUNTY 911—the joint undertaking created in conformance with RCW 39.34.030 (4).
  - i. LEWIS COUNTY 911 Equipment—equipment that is focused on the specific tools and technology used within the LEWIS COUNTY 911 communications center itself.
  - j. Infrastructure Equipment—refers to the broader communication infrastructure that supports the operations across the entire network of member agencies.
2. PURPOSE. To define a general scope of services, develop a concept of operations, identify partner agencies to include their duties, roles, responsibilities, and authorities, and outline the financial and budget process. The Agreement also provides for participation in updates and changes along with laying the groundwork for the development of a strategic plan that addresses operations, infrastructure, and monetary issues in the future.
3. SCOPE OF AGREEMENT. Parties acknowledge it is essential to work together regularly and encourage a spirit of open communication in an effort to develop a service product--and costs thereof--that take into consideration the needs of the community, the needs of all partner agencies, and the financial interests of the group as a whole.

This Agreement outlines the LEWIS COUNTY 911 and infrastructure partnerships, management structure, roles and responsibilities, policies, operating plan, and budget and formulas for establishing user fees.

4. STRUCTURE; CREATION OF A JOINT BOARD. By executing this Agreement, the Parties do not establish a separate legal entity nor administrative agency but instead agree to a joint undertaking known as LEWIS COUNTY 911 and agree to create a joint board to be responsible to administer and govern it pursuant to RCW 39.34.030(4) ("Executive Board"). The Executive Board will be composed of members as provided for in Section 5 of this Agreement. The Executive Board will act on behalf of all Parties and as may be in the best interest of LEWIS COUNTY 911 in order to carry out the purposes of this Agreement. LEWIS COUNTY 911 is not authorized to own assets nor does LEWIS COUNTY 911 constitute an employer.
  
5. EXECUTIVE BOARD.
  - a. Membership. LEWIS COUNTY 911 will be governed by an Executive Board composed as follows: one Lewis County Commissioner to be selected from time to time by the Lewis County Board of County Commissioners, the Elected County Sheriff, the Centralia Mayor/City Councilor or designee, the Chehalis Mayor/City Councilor or designee, a representative from the Lewis County Fire Commissioner Association, a representative from the Lewis County Fire Chiefs Association, and a rotating Police Chief from Chehalis or Centralia, for a total not to exceed seven members. Members of the Executive Board shall be appointed yearly by Parties prior to December 31<sup>st</sup> annually and terms will run from January 1<sup>st</sup> to December 31<sup>st</sup> of the following year.
  
  - b. All Executive Board meetings shall be public meetings. Party representatives are encouraged to attend to provide input on agenda items to the Board. Chair. A Chair of the Executive Board is hereby created. The Chair of the Executive Board will (1) be elected by the members of the Executive Board from the Executive Board membership; (2) will preside over all meetings of the Executive Board; and (3) will, in the absence of an Executive Director, process issues, organize meetings, and provide for administrative support as required by the Executive Board, or delegate those responsibilities to appropriate Staff. The Chair will serve a two-year term but may be re-elected by the Executive Board for one additional term.
  
  - c. Alternate Member. Each member of the Executive Board may designate one alternate member who will serve in the place of the member on the Executive Board during the member's absence or inability to serve and shall have full voting rights. Notice of the designation must be provided to the Chair of the Executive Board within a reasonable time
  
  - d. Powers. The Executive Board will have the power to:

- i. Develop and approve an annual budget and annual work plan for LEWIS COUNTY 911;
- ii. Adopt procedures for the administration of LEWIS COUNTY 911 and for the conduct of meetings;
- iii. Make recommendations to the Parties concerning planning, policy, programs, projects, and the funding of operations;
- iv. Establish policies for the expenditure of LEWIS COUNTY 911 budgeted items;
- v. Designate a fund with the Administering Agency as authorized by RCW 39.34.030, to be known as the "Operating Fund of LEWIS COUNTY 911" ("LEWIS COUNTY 911 Fund"), within which Fund may be established various accounts and subaccounts.
- vi. Hold regular meetings on those dates and at those places as the Executive Board may designate;
- vii. Direct the Administering Agency to enter into contracts and agreements for the provision of personnel and other necessary services to LEWIS COUNTY 911, including accounting services and the purchase of insurance, and authorize the Administering Agency to execute such other contracts, agreements, or other legal documents necessary with public and private entities for LEWIS COUNTY 911 to carry out its purposes; execution of any contracts on the behalf of LEWIS COUNTY 911 must be approved by the Executive Board;
- viii. Establish the responsibilities for the LEWIS COUNTY 911 Executive Director, collaborate with the Administering Agency in the hiring process, provide performance reviews for that position, and direct and oversee the activities of the LEWIS COUNTY 911 Executive Director;
- ix. Assist with incorporating grants and other funds on behalf of LEWIS COUNTY 911 and direct the Administering Agency to enter into contracts or other agreements with such agency for the use of those funds to carry out the purposes of this Agreement; and
- x. Take whatever other action is necessary to carry out the purposes of this Agreement.

6. ADMINISTRATION AND OVERSIGHT. The Executive Board will have final decision-making authority on behalf of LEWIS COUNTY 911 over all legislative matters within the scope of this Agreement. The Executive Board may delegate responsibility for general oversight of the operations of LEWIS COUNTY 911 to the Executive Director. The LEWIS COUNTY 911 Executive Director will submit quarterly budget performance and progress reports on the status of the communications center to the Executive Board and the legislative body of each Party. The reports and their contents will be in a form acceptable to the Executive Board.

The Administering Agency will provide administrative support services on behalf of LEWIS COUNTY 911. The Administering Agency will be the fiscal agent for LEWIS COUNTY 911 in accordance with the requirements of chapter 39.34 RCW.

Any Party providing personnel to LEWIS COUNTY 911 will remain solely responsible for the continued payment of all compensation and benefits to those personnel as well as for any worker's compensation claims. All Parties will cooperate fully in assisting LEWIS COUNTY 911 to provide the services authorized in this Agreement.

As the Administering Agency, Lewis County shall provide comprehensive administrative and fiscal support to the Executive Board. This includes assigning specific duties to various county departments as follows:

- A. **Administrative:** Lewis County is authorized to enter into contracts and agreements as directed by the Executive Board on behalf of the Executive Board. Such contracts or agreements shall be consistent with all applicable County policies and procedures, including purchasing policies.
- B. **Finance.** Lewis County is authorized to serve as the fiscal agent for LEWIS COUNTY 911, including printing and administering budgets, tracking revenue receipts and expenditures, and processing payments, claims, vouchers and payroll, and making appropriate reporting to and filings with governmental and taxing agencies.
- C. **Human Resources.** The County is authorized to provide human resources related services for LEWIS COUNTY 911, including recruitment of new employees to serve LEWIS COUNTY 911, payroll, processing, creating and maintaining appropriate employment records, and other employee matters as directed by the Chair. Lewis County's personnel policies will apply to Lewis County's employees who provide service to LEWIS COUNTY 911.
- D. **Insurance.** The County, through its Human Resources Department, shall also administer personnel health and medical insurance programs, and, in conjunction with other departments of the County, shall oversee liability insurance coverage, and shall act as risk manager, with liability insurance coverage being provided through the Washington Counties Risk Pool.
- E. **Legal Services.** The County, through the Prosecuting Attorney's Office, shall provide legal representation to LEWIS COUNTY only, including drafting and reviewing contracts, resolutions, and other legal documents on behalf of Lewis County to be used by Lewis County 911. Should litigation or other legal proceedings be commenced against LEWIS COUNTY 911, each Party shall be responsible for providing its own legal defense at its

own cost and being responsible for its own share of any judgment, award, and/or other obligation. The County will respond to public records requests for records of LEWIS COUNTY 911 held by the administering agency. All other records of the Parties concerning their participation in LEWIS COUNTY 911 will be processed in accordance with Section 21 of this Interlocal Agreement. The Legal Services provided may be supplemented as necessary to comply with the administering agency's obligations as an insured of the Washington Counties Risk Pool.

**F. Bar Against Several Settlements.**

1. **NO SEVERAL SETTLEMENTS.** For any claim against Lewis County 911 or any of its Parties concerning issues involving the services provided herein, no Party shall enter into any settlement agreement without the express written consent of all other involved Parties.
2. **SETTLEMENT REQUIREMENTS.** Any proposed settlement must: a) Include all involved Parties as parties to the settlement; b) provide for a complete release of all claims against all involved Parties; and c) allocate liability and settlement contributions among the involved Parties in a manner agreed upon by all involved Parties.
3. **VIOLATION.** Any settlement entered into in violation of this provision shall be void and unenforceable.
4. **EXCEPTION.** This bar against several settlements may be waived only upon written agreement of all involved Parties, which agreement shall specify: a) the terms of the proposed settlement; b) the allocation of remaining liability among non-settling involved Parties; and c) the impact on contribution and indemnity rights.
5. **PRESERVATION OF RIGHTS.** Nothing in this provision shall affect the Parties' rights to contribution or indemnity as provided by law or separate agreement.

**G. Information Technology.** Lewis County shall provide support of information technology related to computers, software, applications, phones, servers, network equipment and other systems provided by Lewis County and not otherwise maintained by LEWIS COUNTY 911 staff or outside vendor support (i.e. 911 phone system, radio systems, etc.).

**H. Facilities.** County's 911 communications center is currently located in a County facility. As long as this arrangement remains in place, LEWIS COUNTY 911 will pay all fees associated with the occupied facility space and maintenance services provided by the County, as approved by the Board of County Commissioners.



7. MEETINGS OF THE EXECUTIVE BOARD.

- a. Frequency. The Executive Board will meet as often as it deems necessary but not less often than quarterly.
- b. Quorum. A quorum at any meeting of the Executive Board will consist of the Board members (or alternates) present who represent a simple majority of the Board's membership. Executive Board members (or alternates) may participate and be considered present in any meeting by phone or video conferencing for all purposes, including but not limited to voting and establishing a quorum.
- c. Action. No action may be taken except at a meeting where a quorum exists. Action by the Executive Board requires an affirmative vote by a majority of the Board's membership, provided however, that a supermajority (two-thirds of Board members) will be required to approve all budget and fiscal matters, appoint the Administering Agency, to add a new Party to this Agreement, extend the term of this agreement, or to modify the proposed contribution methodology for dues and assessments (see Section 17). Official action by the Executive Board may be conducted by motion, resolution, declaration, or other means as determined to be necessary by the Executive Board, provided however, appointment of the Administering Agency or Agencies shall be completed by resolution. All official action of the Executive Board shall be recorded in its official minutes. Each Executive Board member, or his or her alternate, may vote on any proposed action. The Executive Board will comply with applicable requirements of the Washington State Open Public Meetings Act (chapter 42.30 RCW).

8. OPERATIONS BOARD. The Operations Board serves as an advisory board to the Executive Board and may make procedural decisions related to the operations of LEWIS COUNTY 911 provided there is no conflict with powers explicitly held by the Executive Board.

- a. Membership. The Operations Board will be composed of the Centralia PD Chief or designee, Chehalis PD Chief or designee, Lewis County Sheriff's Department Undersheriff, small cities Police Chief, Riverside Fire Authority Chief, Chehalis Fire Department Chief, Fire Chief East (Mossyrock and eastward), and Fire Chief West or their designees, for a total not to exceed seven members. Operations Board member terms shall be 2 years.
- b. Duties. The Operations Board may make procedural decisions related to the operations of LEWIS COUNTY 911 provided there is no conflict with powers explicitly held by the Executive Board as outlined in Section 5. The Operations Board may refer items to the Executive Board for approval as needed. Duties of the Operations Board may include:

- i. Discuss current issues, make recommendations to the Executive Director on procedures, operations, and financial issues, and to act upon the recommendations of any special committees they so designate.
- ii. Inform their agencies (other staff members) of the matters at hand and recommendations by the Operations Board.
- iii. When there is not a unanimous approval for an operational change, it shall be the responsibility of the representatives' discipline to take that matter up with other members of the discipline to achieve a consensus or majority approval to make the change before it is brought back to the Operations Board for reconsideration.
- iv. Make recommendations in the development of telephone answering and dispatch protocol, procedures, policies, and systems related to service delivery.
- v. Make recommendations relative to dispatcher-staffing levels within the agreed upon budget constraints.
- vi. Make recommendations relative to service levels. Changes in service levels shall be submitted to the Executive Director. If such recommendations have a financial impact, the Executive Director will evaluate the impact and communicate it to the Executive Board in the preparation of the ensuing year's budget.
- vii. May create such temporary advisory committees as it shall require to investigate and make recommendations regarding special issues.

9. MEETINGS OF OPERATION BOARD.

- a. Frequency. The Operations Board shall meet monthly or as necessary to address operational business.
- b. Quorum. A simple quorum will be required to conduct an Operations Board meeting. Alternate agency representation shall be allowed.
- c. Action. All actions taken by the Operations Board must receive a majority vote or the quorum to be enacted. Actions will be recorded in the meeting minutes and items requiring action by the Executive Board will be added to the next Executive Board meeting.

10. EXECUTIVE DIRECTOR. The Executive Director is appointed by and reports to the Executive Board of LEWIS COUNTY 911. But, the person appointed as Executive Director must be an employee of the Administering Agency or become such an employee before the appointment is effective. The Executive Director shall be an at-will employee. Should the Administering Agency refuse or fail to hire the appointed Executive Director as an employee, the Executive Board shall appoint

another person to serve as Executive Director whom the Administering Agency is willing to hire at a salary level and with additional compensation consistent with the Administering Agency's salary bands, additional compensation, and benefits. The Executive Board may delegate responsibility for general oversight of the operations of LEWIS COUNTY 911 to an Executive Director. Duties and responsibilities of the Executive Director may include, but are not limited to:

- a. Implement the mission, goals, and budget of LEWIS COUNTY 911.
- b. Establish and submit a yearly budget to the Executive Board for approval.
- c. Submit quarterly budget performance and progress reports on the status of the work program elements to the Executive Board and the legislative body of each Party.
- d. Monitor revenues and expenses as they relate to the approved annual budget.
- e. Direct the Administering Agency to enter into contracts on behalf of the Executive Board. Ensure contracts meet the purchasing and administrative requirements of the Administering Agency as defined by the Administering Agency Contract.
- f. Set minimum staffing standards.
- g. In cooperation with the Administering Agency responsible for employment of LEWIS COUNTY 911 Staff, negotiate collective bargaining agreements with exclusive representatives of any certified bargaining representative of the staff of LEWIS COUNTY 911.
- h. Responsible for the daily operation of LEWIS COUNTY 911.
- i. Prepare regular reports regarding activities and the financial status of LEWIS COUNTY 911 and present them to the Executive Board.
- j. Act as the administrative head of LEWIS COUNTY 911 and be responsible for administration, budget, and personnel matters.
- k. Responsible for the hiring, promoting, disciplining, and termination of all LEWIS COUNTY 911 personnel, subject to personnel policies and approval of the Administering Agency. The Administering Agency may enforce any personnel policy of their agency that requires immediate action due to egregious or prohibited behavior or violations by placing the employee on administrative leave or imposing discipline at the direction of their chief executive officer. Notification should be made to the Executive Director or Chair of the Executive Board as soon as possible following the incident. All further actions will follow the policies and processes of the Administering Agency in cooperation with the Executive Director.
- l. Prepare, revise, and modify policies and Standard Operating Procedures (SOPs) as operation needs dictate.
- m. Establish policies consistent with expenditure of budgeted items for LEWIS COUNTY 911.
- n. Develop appropriate long-range plans, including strategic building and equipment improvements, staffing, and other matters.

- o. Track and maintain data, including but not limited to, calls for service, population, and agency contributions in accordance with the cost sharing formula in Attachment A - Funding Formula.

11. LEWIS COUNTY 911 GENERAL SERVICES. LEWIS COUNTY 911 shall perform the following general services for Parties:

- a. Maintain twenty-four (24) hour coverage for answering phone circuits terminating at LEWIS COUNTY 911 and of radio requests incoming on the frequencies agreed upon and properly licensed.
- b. Determine the nature of each incident and dispatching proper response in accordance with operational procedures.
- c. Develop and/or modify operational procedures to effectively and efficiently meet service requests.
- d. Track status of active partner agency units and providing response to radio and telephone requests with respect to each incident.
- e. Provide a log of incoming calls with verification of time receipt, dispatch, arrival, unit status updates and pertinent information transmitted by field units to provide a means to verify the events and time span involved with each incident.
- f. Respond to Public Disclosure Requests (PDR) to partner agencies in compliance with PDR laws.
- g. Provide an interface between partner agency units, fire services, emergency services, public services departments, and law enforcement agencies.
- h. Maintain and update the operations policies, procedures, and tasks to help ensure continuity of operations.
- i. Provide for equipment maintenance, repairs, and replacement to include phone system, radios, computers, and other dispatch related equipment.
- j. Assist in contacting and summoning private sector aid where needed.
- k. Receive and process incident inquires and formal service/personnel complaints.
- l. Retain all records (per current retention laws) relevant to this contract after incidents have been dispatched. The partner agencies shall have full access and right to examine any record for verification of accuracy of this agreement at all times during said period.
- m. Other duties as directed by the Executive or Operations Board.

12. AGREEMENT DURATION. This Agreement shall be of three (3) years' duration and shall continue in effect for subsequent three-year periods upon an affirmative vote of a two-thirds majority of the Executive Board. Any vote to continue this Agreement shall be taken between three to six months before the end of the three-year term.

13. TERMINATION OF AGREEMENT. This Agreement may be terminated at any time by an affirmative vote of a majority of the legislative bodies of the Parties to this Agreement. Upon termination of

this Agreement, all property acquired during the life of the Agreement will be distributed or disposed of in the following manner:

- a. All property, not including real property, purchased prior to the execution of this agreement shall become the property of the entity that is tasked by the Lewis County Board of County Commissioners with providing 911 services to Lewis County, either by agreement or statute;
- b. All property contributed without charge by any Party will revert to the contributing Party;
- c. All property purchased on behalf of LEWIS COUNTY 911 after the effective date of this agreement shall remain with the County or new separate legal entity performing the 911 functions for the collective jurisdictions of Lewis County;
- d. All unexpended or reserve funds will be distributed to the Parties based on each Party's pro rata contribution to the overall budget in effect at the time the Agreement is terminated.

14. WITHDRAWAL. If a Party wishes to withdraw from participation in this Agreement, it may do so after the initial three-year term if it first gives six months advance written notice to the Executive Board of its intention to withdraw. If notice of an intent to withdraw is timely received, withdrawal will be effective at the end of the six-month notice period.

Any Party withdrawing from this Agreement will remain legally and financially responsible only for obligations incurred by the Party during the period in which it was an active member of LEWIS COUNTY 911. This includes, but is not limited to, any financing documents executed by the Administering Agency on behalf of that Party, provided that such obligations arose while the Party was still a participant in the Agreement. Upon withdrawal, the Party will not assume any new financial or legal obligations related to LEWIS COUNTY 911 or the Administering Agency that arise after the effective date of its withdrawal. A notice of withdrawal may be revoked by the Party that submitted the notice only by approval of a majority of the Executive Board to accept the revocation. Any Party that provides written notice of its intent to withdraw may continue to vote on all matters before the Executive Board prior to the effective date of its withdrawal, except the budget and work plan for the following year.

15. FINANCING LEWIS COUNTY 911 COMMUNICATIONS INFRASTRUCTURE. Program Costs - The communications program costs are separated into the following categories, described in greater detail below:

- Maintenance & Operation Costs of LEWIS COUNTY 911
- Maintenance & Support for Infrastructure
- Equipment Repair & Replacement fund for LEWIS COUNTY 911 Equipment
- Equipment Repair & Replacement fund for Infrastructure Equipment
- Building and Equipment Fund

LEWIS COUNTY 911 and the communications infrastructure is intended to be self-sufficient and supported by the Parties. It is the intent of the Parties that each of them shall pay their

proportionate share of the annual costs of maintenance, operation, repair, and building and equipment assets of the communications system infrastructure as defined and approved by the Parties during the budget process. All such funds shall be for the sole and exclusive purpose of operating, repairing, maintaining, and administering the LEWIS COUNTY 911 and communications infrastructure. Said funds shall not be used for the general purposes of the Administrative Agency.

Dedicated revenue such as grants, State 911 excise taxes, "911 Sales & Use Taxes", and payments made by the other parties hereto shall be deducted from the operating costs with the balance to be divided among the Parties as outlined in Attachment A – Funding Formula.

#### **Maintenance & Operation Costs of LEWIS COUNTY 911**

A. Operating Costs: general operations costs for LEWIS COUNTY 911 are divided into the following areas:

- Salaries and Benefits
- Material Costs (Supplies, maintenance, utilities, postage, administrative overhead, etc.)
- Contract Services (Licenses, phone service, travel, training etc.)

B. Administrative Costs: administrative contract services costs are provided by the Administering Agency as appointed by the Executive Board. It is the intent of the Parties that the cost of such services shall be included in the annual budget and shall be defined in a contract executed by the Executive Board with the Administering Agency. Such services include, but are not necessarily limited to:

- Facility space to house LEWIS COUNTY 911
- Personnel/staff services
- Maintenance of the facility and systems
- IT Equipment and Networking Services
- Risk Management
- Human Resources
- Financial Services (AP/AR, Payroll, etc.)
- Contract Services

#### **Maintenance & Support for Infrastructure**

LEWIS COUNTY 911 will maintain an Equipment Repair and Replacement (ER&R) plan dedicated solely to the repair and replacement of equipment and facilities of LEWIS COUNTY 911. Funding of the ER&R Equipment plan is included in the annual budget and is calculated based on inventory and replacement dates of assets.

## **Fund Balance**

The Fund Balance provides the operational capital to continue operations until revenues have been received.

16. **BUDGET**. The fiscal year for the LEWIS COUNTY 911 budget shall be January 1 to December 31 of any year. The first-year budget is attached to this agreement as Exhibit A and incorporated herein by that reference. By executing this Agreement, a Party thereby indicates approval of the first-year budget. For subsequent years, on or before the October meeting of the Executive Board on October 30 of each year, an operating budget recommended by the Operations Board for the next budget year will be provided to the Executive Board and transmitted to each Party. The recommended operating budget will contain an itemization of all categories of budgeted expenses and will contain an itemization of the amount of each Party's contribution, including in-kind services, toward that budget. Contributions to the LEWIS COUNTY 911 annual budget may also come from other public or private entities. The Executive Board will approve acceptance of those contributions and transmit the budget to the Administering Agency. The Executive Board will adhere to any requirements and timelines required by the Administering agency pursuant to RCW or internal policies to approve the final budget.

No recommended budget will become effective until approved by a majority of the legislative body of each Party and adopted by the Executive Board, except for the first-year budget. For the first year, the budget will be accepted as part of the approval of this Agreement. Once the legislative body of each Party has approved its contribution to LEWIS COUNTY 911, either separately or through its budget process, and the LEWIS COUNTY 911 budget has been adopted by the Executive Board, each Party will be obligated to make whatever contribution(s) is budgeted for that Party. If a Party does not approve the budget prior to November 30 of each year, the Executive Board may adopt the annual budget with a two-thirds majority vote.

Each Party's contribution(s) will be transmitted to LEWIS COUNTY 911 on a quarterly basis upon receipt of their quarterly billing invoice. The Administering Agency will deposit the contributions into the LEWIS COUNTY 911 Operating Fund.

If any Party is delinquent by more than three (3) months in the payment of its approved operating budget contribution, that Party will not be entitled to representation on the Executive Board or Operations Board until the delinquency is paid off.

17. **DUES, ASSESSMENTS, AND BUDGET AMENDMENTS**. Contributions to the LEWIS COUNTY 911 Operating Fund will be based on the funding formula as outlined in Attachment A – Funding Formula. Contributions to the infrastructure/equipment repair and replacement fund (ER&R) will be based on the funding formula defined and approved by the Parties during the annual budget process. These funding formulae may be changed by the Executive Board by super-majority vote

(i.e. five out of seven board members); any changes will be submitted to agencies in the subsequent annual budget for approval.

Additional emergency service providers may be permitted to become partners to this agreement with the approval of the Executive Board. If the joinder of additional partners is permitted, applicable rates shall be negotiated. The remittance for the remainder of the current year shall be set aside as revenue to reduce fees to the existing Parties in the next year.

Funding for the activities of LEWIS COUNTY 911 will be provided solely through the budgetary process. Unless otherwise specified in this Agreement, no dues, charges, or assessments will be imposed or required of the Parties except upon unanimous vote of the Executive Board and ratified by the legislative body of each Party subject to the dues, charges, or assessments. An approved budget (the overall revenues and expenditures, will not be modified or amended until approved by the legislative body of each Party and finally adopted by the Executive Board.

18. FUNDS. The Executive Board shall authorize a special fund to be held by the Administering Agency as authorized by RCW 39.34.030, to be known as the "Operating Fund of LEWIS COUNTY 911", within which Fund may be various accounts and subaccounts including, but not limited to, a "LEWIS COUNTY 911 Operating Account" (into which will be deposited funding for the LEWIS COUNTY 911 operating budget), capital replacement funds and reserve funds as directed by the Executive Board or recommended by the Administering Agency for fiscal and audit purposes.
19. REVENUES. Revenues from sources other than Party assessments shall be applied against the annual budget before Party assessments are calculated. These include the following;
- a. 911 State Excise taxes (RCW 82.14B.030)
  - b. 911 Sales and Use taxes (RCW 82.14.420)
  - c. Grants
  - d. Contract services revenue
  - e. Secondary user payments (AMR, etc.)
  - f. Other unforeseen or new revenue streams

The difference between budgeted costs and these revenues shall determine the net amount to be paid by Parties.

20. EQUIPMENT AND ASSETS. LEWIS COUNTY 911 may not own assets under the provisions of this Agreement. All equipment and assets shall be held by the Administering Agency on behalf of the Executive Board and shall, upon Termination of this Agreement under the provisions of Section 13 of this agreement, shall be appropriately distributed or disposed of.



21. PUBLIC RECORDS REQUESTS. Each Party agrees to cooperate with and assist other Parties to fulfill their obligations under the Washington Public Records Act (chapter 42.56 of the Revised Code of Washington) concerning any request made to a Party for records possessed by a Party concerning or relating to this agreement. Such cooperation will include, without limitation, timely and fully responding and providing documents and records in response to a Party's request for records from the other Party. The obligations created by this section shall survive the termination of this Agreement.

22. INDEMNIFICATION AND HOLD HARMLESS.

- a. Each Party will indemnify, defend and hold other Parties (including without limitation the Party serving as, and acting in its capacity as, the Administering Agency), their officers, officials, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of that Party's wrongful acts or omissions in connection with the performance of its obligations under this Agreement, except to the extent the injuries or damages are caused by another Party. If there is any recovery under this Section, the Party responsible for any wrongful acts or omissions will pay any judgment or lien arising from the acts or omissions, including all costs and other Parties' reasonable attorney's fees. If more than one Party is held to be at fault, the obligation to indemnify and to pay costs and attorney's fees, will be only to the extent of the percentage of fault allocated to each respective Party by a final judgment of the court.
- b. If a court of competent jurisdiction determines that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of a Party (including without limitation the Party serving as, and acting in its capacity as, the Administering Agency), its officers, officials, employees, and volunteers, the Party's liability hereunder will be only to the extent of the Party's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Party's waiver of immunity under Industrial Insurance Title 51 RCW, solely for the purpose of this indemnification. This waiver has been mutually negotiated by the Parties. The provisions of this Section will survive the expiration or termination of this Agreement.
- c. Each Party (including without limitation the party serving as and acting in its capacity as Administering Agency) will give the other Parties proper notice of any claim or suit coming within the purview of these indemnities.

23. INSURANCE. The Executive Board, Executive Director and the Administering Agency will take such steps as are reasonably practicable to minimize the liability of the Parties associated with their participation in this Agreement, including but not limited to the utilization of sound business practices. The Executive Board will determine which, if any, insurance policies may be reasonably practicably acquired to cover the operations of LEWIS COUNTY 911 and the activities of the Parties pursuant to this Agreement (which may include general liability, errors and omissions, fiduciary, crime and fidelity insurance), and will direct the acquisition of same.

24. AMENDMENTS. No amendment, modification, or renewal shall be made to this agreement unless set forth in a written amendment signed by all parties.

ADDITIONAL PARTIES. Municipalities, local governments, and public agencies within Lewis County may, upon execution of the Agreement and approval of the budget by its legislative body, become a Party to this Agreement on affirmative vote of two-thirds majority of the Executive Board.

25. SEVERABILITY. If any provision of this agreement is found to be invalid or contrary to law or public policy or is declared null and void by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect and binding upon the parties, and the offending provision shall be deemed severable or reformed to conform with the intent and language of this AGREEMENT.

26. CONFLICT RESOLUTION. The following conflict resolutions shall apply to all disputes arising under this AGREEMENT:

- a. Prior to any other action, the chief executive officers of any impacted, applicable member agency shall meet and attempt to negotiate a resolution to any and all disputes.
- b. If the parties are unable to resolve the dispute through negotiation, either party may demand mediation through a process to be mutually agreed to in good faith between the parties within 30 days. The parties shall share equally the costs of mediation and shall be responsible for their own costs in preparation and participation in the mediation, including expert witness fees and reasonable attorney's fees.
- c. If a mediation process cannot be agreed upon or if the mediation fails to resolve the dispute, then within 30 calendar days, either party may submit the matter to binding arbitration according to the procedures of the Superior Court Rules for Mandatory Arbitration, including the Local Mandatory Arbitration Rules of the Lewis County Superior Court, Lewis County, Washington, as amended, unless the parties agree in writing to an alternative dispute resolution process. The arbitration shall be before a disinterested arbitrator with both parties sharing equally in the cost of the arbitrator. The location of

the arbitration shall be mutually agreed or established by the assigned Arbitrator, and the laws of Washington will govern its proceedings. Each party shall be responsible for its own costs in preparing for and participating in the arbitration, with reasonable attorney's fees and costs to be awarded to the party prevailing at arbitration.

- d. Unless otherwise agreed in writing, this dispute resolution process shall be the sole, exclusive and final remedy to or for either party for any dispute regarding this Agreement, and its interpretation, application or breach, regardless of whether the dispute is based in contract, tort, any violation of federal law, state statute or local ordinance or for any breach of administrative rule or regulation and regardless of the amount or type of relief demanded.
27. SURVIVABILITY. This agreement shall be binding upon and inure to the benefit of the parties hereto and all of their respective successors and assigns. The terms, conditions, and warranties contained in this agreement that by their sense and context are intended to survive the completion of the performance, cancellation, or termination of this agreement shall so survive.
  28. WAIVER. Waiver of any default or breach shall not be deemed a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this agreement unless stated to be such in writing and signed by the parties hereto or by their authorized representatives.
  29. NOTICE. Any notice to the Executive Board will be in writing and will be addressed to the Chair of the Executive Board and to the Executive Director. In the absence of an Executive Director, notice will be given to the chief executive officer of the Administering Agency. Any notice to an Officer or Party will be sent to the address specified by the chief executive officer of the Party.
  30. ASSIGNMENT. No Party may sell, transfer, or assign any of its rights, duties or benefits under this Agreement without Executive Board approval, except in the event that said party dissolves by virtue of merger, annexation, consolidation or other reorganization, in which case the rights, duties or benefits of this Agreement shall transfer by operation of law to any successor entity of the former Party, without Executive Board approval. In such a case, this Agreement will be amended by the Executive Board to reflect the change in Party membership.
  31. APPLICABLE LAW AND VENUE. This agreement is made in Lewis County, Washington. It shall be construed, interpreted, and governed in accordance with the laws of the State of Washington, without reference to its choice of law principles. Any action to enforce any rights or obligations created by this agreement to construe this agreement shall be brought exclusively in the courts of the State of Washington in and for the County of Lewis.

32. INDEPENDENT CONTRACTORS. Each Party to this Agreement is an independent contractor with respect to the subject matter of this Agreement. No joint venture or partnership is formed as a result of this Agreement. No party to this Agreement shall be deemed to be an agent of any other party to this Agreement.

Nothing in this Agreement will make any employee of one Party an employee of another party for any purpose, including, but not limited to, for withholding of taxes, payment of benefits, worker's compensation pursuant to Title 51 RCW, or any other rights or privileges accorded by virtue of their employment. No Party assumes any responsibility for the payment of any compensation, fees, wages, benefits or taxes to or on behalf of any other Party's employees. No employees or agents of one Party will be deemed, or represent themselves to be, employees of another Party.

33. NO THIRD-PARTY BENEFICIARIES. This Agreement is for the benefit of the Parties only, and no third party will have any rights under this agreement.

34. NONDISCRIMINATION. The Parties will comply with the nondiscrimination requirements of applicable federal, state and local statutes and regulations.

35. COUNTERPARTS. This Agreement may be signed in counterparts and, if so signed, will be deemed one integrated Agreement.

36. FILING AND EFFECTIVE DATE; PRIOR ARRANGEMENTS. This Agreement will become effective January 1, 2025, subject to its approval by the legislative bodies of all jurisdictions who are Parties to this Agreement, and, pursuant to RCW 39.34.040, upon recording this Agreement or posting this Agreement on a Party's web site or other electronically retrievable public source. Although this Agreement may be approved and signed by a Party after the Agreement's effective date, all acts consistent with the authority of this Agreement that occur on or after the effective date are hereby ratified and affirmed, and the terms of this Agreement will be deemed to have applied.

37. INTERPRETATION. This agreement was negotiated and drafted jointly by the parties, and it shall not be construed against either party in case of any dispute.

38. QUALIFICATION; AUTHORITY. Each natural person executing this Agreement on behalf of a Party represents, warrants, and covenants that such natural person is duly authorized to execute and deliver this Agreement on behalf of such Party and such Party is bound under the terms of this Agreement.

39. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement of the Parties on all these subjects. This Agreement may not be modified, interpreted, waived, or revoked orally, but only

by a writing signed by all Parties. This Agreement supersedes and replaces all prior agreements, discussions, and representations on all these subjects, any and all of which are merged into and superseded by this Agreement. No Party is entering into this Agreement in reliance upon any oral or written promises, inducements, representations, understandings, interpretations, or agreements, other than those contained in this Agreement.

40. TIME IS OF THE ESSENCE. Time is of the essence for all terms, conditions, obligations, and duties set forth or referred to in this agreement.

**APPROVALS AND CONCURRENCES**

**APPROVED AS TO FORM:**

Jonathan Meyer, Prosecuting Attorney

By: Deputy Prosecutor

Date:

**BOARD OF COUNTY COMMISSIONERS  
LEWIS COUNTY, WASHINGTON**

Chairperson

Date:

**ATTEST:**

Clerk of the Board

Date:

<p><b>Lewis County Sheriff's Office</b></p> <p>_____</p> <p>Sheriff Date</p>	<p><b>Centralia, City of</b></p> <p>_____</p> <p>City Manager</p>
<p><b>Chehalis, City of</b></p> <p>_____</p> <p>City Manager</p>	<p><b>Morton, City of</b></p> <p>_____</p> <p>Mayor</p>
<p><b>Napavine, City of</b></p> <p>_____</p> <p>Mayor</p>	<p><b>Pe Ell, Town of</b></p> <p>_____</p> <p>Mayor</p>
<p><b>Winlock, City of</b></p> <p>_____</p> <p>Mayor</p>	<p><b>Vader, City of</b></p> <p>_____</p> <p>Mayor</p>
<p><b>Toledo, City of</b></p> <p>_____</p> <p>Mayor</p>	<p><b>Mossyrock, City of</b></p> <p>_____</p> <p>Mayor</p>

<b>Riverside Fire Authority (RFA)</b> _____ Commissioner	<b>LCFD # 1 – Onalaska</b> _____ Commissioner
<b>LCFD # 2 – Toledo</b> _____ Commissioner	<b>LCFD # 3 – Mossyrock</b> _____ Commissioner
<b>LCFD # 4 – Morton</b> _____ Commissioner	<b>LCFD # 5 – Napavine</b> _____ Commissioner
<b>LCFD # 6 – Chehalis</b> _____ Commissioner	<b>LCFD # 8 – Salkum</b> _____ Commissioner
<b>LCFD # 9 – Mineral</b> _____ Commissioner	<b>LCFD # 10 – Packwood</b> _____ Commissioner
<b>LCFD # 11 – Pe Ell</b> _____ Commissioner	<b>LCFD # 13 – Curtis</b> _____ Commissioner
<b>LCFD # 14 – Randle</b> _____ Commissioner	<b>LCFD # 15 – Winlock</b> _____ Commissioner
<b>LCFD # 16 – Doty</b> _____ Commissioner	<b>LCFD # 18 – Glenoma</b> _____ Commissioner
<b>Cowlitz-Lewis Fire District 20 (Vader)</b> _____ Commissioner	

2025 ESTIMATED - Expenses	\$	3,612,092	
Anticipated Tax Revenue	\$	(831,398)	per CPD 23-24 final
Grant Revenue- CPD	\$	(43,820)	per SFY25 CPD Contract
AMR Contract-Estimated	\$	(112,079)	final per 23 call count
Coroner	\$	(6,314)	
911 tax revenue	\$	(2,298,856)	projected Apr-Dec 25 \$3,448,284
AMOUNT TO BE ALLOCATED	\$	319,625	*based on estimated County administrative costs as estimated by Matrix

**ESTIMATE FOR 2025 - SUBJECT TO CUC REVIEW AND APPROVAL**

Law Agency	2024	75%	2025 Est Rate	Estimated Increase over 2024	% Increase per Agency
Calculated for FY:	\$ 319,625	\$ 239,719			
Amount to be Allocated:	\$ 319,625	\$ 239,719			
Fund Balance application					
Total Rate Fire and Law	\$ 319,625	\$ 239,719			
AGENCY	Base %	2024 Rate	2025 Est Rate	Estimated Increase over 2024	% Increase per Agency
LAW - 75%					
Lewis County-LCSO	39.8%	698,711	239,719	(1,447,329)	-86.3%
Centralia PD	31.5%	487,050	75,480	(411,570)	-84.5%
Chehalis PD	15.9%	270,183	38,222	(231,961)	-85.9%
Morton PD	2.1%	46,895	5,074	(41,821)	-89.2%
Mossyrock PD	0.8%	13,398	1,948	(11,450)	-85.5%
Nasavine PD	4.2%	66,234	10,010	(56,224)	-84.9%
Pe Ell PD	0.6%	12,224	1,373	(10,851)	-88.8%
Toledo PD	0.8%	29,727	1,906	(27,821)	-93.6%
Vader PD	0.5%	17,970	1,286	(16,704)	-93.0%
Winlock PD	3.7%	44,636	8,915	(35,741)	-80.0%
TOTAL LAW EST. RATE	100.00%	1,687,048	239,719	(1,447,329)	-85.8%

*Rounding difference are a result of Excel calculations*

Current as of: 12/11/2024

Fire/EMS Agency	2025	25%	2023	LINE TOTALS	3-YR % AVE	2025 Projected Rates	2024 Rates	% Change in Rates	Change in Payments
Calculated for FY:	\$ 319,625	\$ 79,906							
Amount to be Allocated:	\$ 319,625	\$ 79,906							
Fund Balance application									
Grand Total Budget	\$ 319,625	\$ 79,906							
Fire/EMS Agency	2021 CALLS	2022 CALLS	2023 CALLS	TOTALS					
Onalaska FD1	384	431	478	1,293	2.93%	2,245	18,109	-87.1%	(15,764)
Toledo FD2	860	780	840	2,480	5.63%	4,498	35,088	-87.2%	(30,590)
Mossyrock FD3	362	409	373	1,144	2.07%	1,617	16,917	-87.7%	(14,842)
Morton FD4	446	474	478	1,398	3.17%	2,535	20,046	-87.4%	(17,511)
Nasavine FD5	1,285	1,289	1,195	3,769	8.55%	6,836	56,605	-87.9%	(49,769)
Chehalis FD6	980	966	1,045	2,991	6.79%	5,425	43,128	-87.4%	(37,703)
Vader FD7	454	428	356	1,238	2.81%	2,245	18,915	-88.1%	(16,670)
Sakum FD8	648	536	657	1,841	4.18%	3,339	26,490	-87.4%	(23,151)
Mineral FD9	148	169	120	437	0.99%	793	7,901	-90.0%	(7,108)
Packwood FD10	272	254	208	734	1.67%	1,331	11,820	-88.7%	(10,489)
Pe Ell FD11	233	257	249	739	1.68%	1,340	10,736	-87.5%	(9,396)
Bostfort FD13	123	120	128	371	0.84%	673	5,221	-87.1%	(4,548)
Randle FD14	369	347	330	1,046	2.37%	1,897	16,250	-88.3%	(14,553)
Winlock FD15	1,002	1,209	1,365	3,576	8.12%	6,486	47,187	-86.3%	(40,701)
Doy FD16	88	76	112	276	0.63%	501	3,517	-85.8%	(3,016)
Glenoma FD18	177	238	213	628	1.43%	1,139	8,737	-87.0%	(7,598)
RFA	4,397	4,738	4,914	14,049	31.89%	25,480	203,014	-87.4%	(177,534)
STA48	1,941	2,010	2,098	6,049	13.73%	10,971	88,502	-87.6%	(77,531)
TOTALS:	14,169	14,731	15,159	44,059	100.00%	79,906	638,183	-87.5%	(558,277)

<--apply fund balance here



## **RESOLUTION NO. 25-01-156**

### **A RESOLUTION OF THE CITY OF NAPAVINE, WASHINGTON JOINING AND IMPLEMENTING THE STATEWIDE SMALL WORKS ROSTER PROVIDED BY THE MUNICIPAL RESEARCH AND SERVICE CENTER OF WASHINGTON.**

WHEREAS, the City of Napavine has historically developed and implemented its own small works roster process pursuant to RCW 39.04.155, first through Ordinance No. 244A, as codified at Chapter 5.12 of the Napavine Municipal Code, was enacted in 1997; and

WHEREAS, Section 4 of Ordinance No. 244A as codified in Section 5.12.040 of the Napavine Municipal Code, enacted in 1997, is hereby repealed in its entirety on August 13, 2024, through Ordinance No. 663; and

WHEREAS, RCW 39.04.155 was repealed by Second Substitute Senate Bill 5268 (Laws of 2023, Ch. 395) and replaced by RCW 39.04.151 and 39.04.152; and

WHEREAS, RCW 39.04.151 authorizes the City to create and maintain its own small works rosters or utilize the official statewide small works roster developed by the Municipal Research and Service Center of Washington; and

WHEREAS, RCW 39.04.190 allows the City to utilize an informal process for the purchase of materials, equipment, supplies, or services under a maximum dollar threshold by use of a vendor list; and

WHEREAS, Chapter 39.80 RCW and other laws regarding contracting for consulting services provide for the creation of a consultant roster; and

WHEREAS, the Municipal Research and Service Center of Washington contracts with government organizations for the use of the statewide small works roster and the hosting of local vendor lists and consultant rosters; and

WHEREAS, the City finds it will lower costs and increase the efficiency of the contracting process by utilizing the statewide small works roster in lieu of creating and maintaining its own small works rosters and by contracting with the Municipal Research and Service Center of Washington.

### **NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NAPAVINE, WASHINGTON:**

**Section 1.** That the City shall contract with the Municipal Research and Services Center of Washington to join and implement the statewide small works roster and to have the City's official vendor lists and consultant rosters hosted in the online database and service portal developed and maintained by MRSC Rosters.

**Section 2.** That the City's Procurement Policies and Procedures shall be updated and amended to be consistent with the process provided in the online database and service portal and the provisions of RCW 35A.40.200, 39.04.152, 39.04.190, 39.80.040, and all other laws regarding contracting by municipalities.

**Section 3.** That the use of the statewide small works roster and the online database and service portal provided by MRSC Rosters shall take effect July 1, 2024.

PASSED this 14th day of January 2025.

APPROVED:

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Shawn O'Neill, Mayor

Attest:

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Rachelle Denham, City Clerk

Approved as to form and content:

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James Buzzard, WSBA #33555  
City Attorney

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**To:** Mayor and City Council  
**From:** Bryan Morris, PW/CD Director  
**RE:** Staff Report for Council Meeting, January 14<sup>th</sup>, 2025

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- **Planning Commission Meeting Minutes**

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- **Project Updates**

- Scots Industries – Stabilizing soils for winter and containing stormwater runoff. Waiting for final submittal on water system upgrade for the Birch Avenue Booster Station.
- Cell tower on city property – City Staff have been working back and forth with city attorney on a final contract to present to the applicant
- Rush Road STIP – Consultant contracts have been signed and a letter to proceed has been issued. The surveyors have started. The city was awarded a grant through TIB for 13% contribution for the project.
- Woodard Road – Applicant is still addressing SEPA comments.
- 2<sup>nd</sup> Ave SE Overlay Project – Job complete other than the 5% retainage fee.
- Walsh Trucking Binding Site Plan – Consultant should be drafting staff report to present to the Planning Commission.
- Jefferson Station – Design plans at 90%. The Public Works Director has sent the designers a staff report on final changes for the 100% complete.
- Water – Grant was submitted to DOH on 1/7/2025. Well 2 and Well 3 have been severed from distribution.



**Clerk's Office**  
407 Birch Ave SW, P. O. Box 810  
Napavine, WA 98565  
Phone: (360) 262-3547  
Fax: (360) 262-9199  
[www.cityofnapavine.com](http://www.cityofnapavine.com)

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To: Mayor and City Council

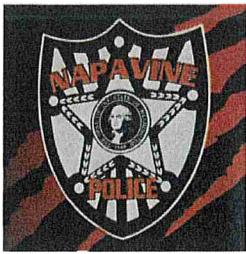
From: Rachelle Denham, City Clerk

RE: Clerk's Report for Council Meeting, January 14, 2025

**Utility Billing Information**

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- Dec billing cycle the city billed out a total of \$230,647.13 in water and sewer.
- Receipted in from billing as of 1/10/2025 - \$220,267.60.
- Balances outstanding with pending payment = \$11,493.09.
- 75 delinquencies issued 1/2/2025 – fees collected \$1,861.97.
- 25 Door Hangers placed 1/10/2025 – fees collected \$250.00.
- City's charge activity for 2024 = \$1,394,528.30 & receipt activity for 2024 = \$1,407,630.84.
- Total of 310 badger meters in the ground, 9 pending installations.
- 46 EyeOnWater app users, no change since last reporting.
- YTD collected from Park Reservations - \$1,650.00 – no change since the last reporting.
- Senior Discount Renewals received for 2025 is 10 with still 8 pending renewals.
- 34 Temp NON-Use accounts for 2024. Renewals received for 2025 are currently at 19.
- 2025 Dog License renewals 68, pending 67 that are still needing to renew for a total of 135.



# *NAPAVINE POLICE DEPARTMENT*

## COUNCIL 1/14/2025 STAFF REPORT

- The monthly call totals for December and yearly totals for 2024 are included in your packet.
- The department covered the Santa Parade in December with assistance from one of Winlock PD's officers. The turnout for this event was remarkable and we look forward to next year's parade in anticipation of an even larger crowd.
- We were happy to participate in the send-off for state playoffs and championship games in multiple sports for the school/students with our officers, tiger mascot and assistance from the clerk's office. Go Tigers!
- In the recent burglary incident at the Trinity Rebekah Lodge, we did take the suspect into custody and some of the stolen items were recovered and is also the suspect in the burglary at Four Paws Veterinary Clinic from last month.

Sincerely yours,

John Brockmueller  
Chief of Police

[jbrockmueller@cityofnapavine.com](mailto:jbrockmueller@cityofnapavine.com)  
[jgodbey@cityofnapavine.com](mailto:jgodbey@cityofnapavine.com)

PO Box 179 / 407 SW Birch Ave  
Napavine, WA 98565  
PH 360-262-9888 / FX 360-262-9885

## Napavine Police Department Year End Call Activity Report

#	Type of Call
8	Abandoned/Disabled Vehicles
31	Accidents
47	Agency/Dept. Assists
32	Alarms
52	Animals
	Arson
9	Assault Offenses
41	ATC (Attempt to Contact)
	ATL (Attempt to Locate)
	Bad Checks
4	Burglary
	Child Abuse/Neglect
	Child Molestation/Rape/Comm
73	Civil/Public
5	Death Investigations
12	Disorderly Conduct
28	Disputes
60	Drugs/Paraphernalia Violations
20	DUI
11	Eluding
3	Fire Call
2	Firearms
3	Fireworks
	Forgery
15	Fraud/Scam/Counterfeit/Ident Theft
24	Harrasment
	Homicide
4	Illegal Burn
108	Information/General
17	Juvenile
	Kidnapping/Abduction
2	Littering
5	Lost/Missing/Found Persons

#	Type of Call
10	Malicious Mischief
	MIP/Furninshing Liquor Mino
14	Noise
3	Overdose
26	Property/Lost/Found/Recovered
	Rescue-Minor/Major
	Robbery
4	Runaway
5	Sex Offenses/Pornography
	Shoplifting
	Suicide/Threats/Attempts
5	Shooting/Weapons/Explosives/Hazard
38	Suspicious Circumstances
56	Suspicious Person/Vehicle
98	Traffic - Criminal
181	Traffic - Infractions
73	Traffic - Other/Hazards/Patrol
17	Tresspassing
32	Thefts/Larceny
6	Thefts (Motor Vehicle)/tmvwp/recstveh
	Vandalism
	Vehicular Assault
6	Vehicle Prowl
12	Violation City Ordinance/Nuisance
8	Violation of Protection/Harrass Ord
31	Warrants/Wanted Person
	Welfare Checks
14	911 Hang Up
12	Hit & Run Accident
15	Security Check- Business/Residential
1	Community Event
1	Unlawful Imprisonment

1284

**2024 YEARLY TOTAL**

**Napavine Police Department  
Monthly Call Activity Report**

#	Type of Call
	Abandoned/Disabled Vehicles
2	Accidents
2	Agency/Dept. Assists
2	Alarms
4	Animals
	Arson
	Assault Offenses
1	ATC (Attempt to Contact)
	ATL (Attempt to Locate)
	Bad Checks
2	Burglary
	Child Abuse/Neglect
	Child Molestation/Rape/Comm
3	Civil/Public
1	Death Investigations
2	Disorderly Conduct
5	Disputes
3	Drugs/Paraphernalia Violations
2	DUI
2	Eluding
1	Fire Call
	Firearms
	Fireworks
	Forgery
2	Fraud/Scam/Counterfeit/Ident Theft
1	Harrasment
	Homicide
	Illegal Burn
10	Information/General
1	Juvenile
	Kidnapping/Abduction
1	Littering
	Lost/Missing/Found Persons

#	Type of Call
	Malicious Mischief
	MIP/Furninshing Liquor Mino
	Noise
2	Overdose
3	Property/Lost/Found/Recovered
	Rescue-Minor/Major
	Robbery
	Runaway
	Sex Offenses/Pornography
	Shoplifting
	Suicide/Threats/Attempts
	Shooting/Weapons/Explosives/Hazard
6	Suspicious Circumstances
5	Suspicious Person/Vehicle
10	Traffic - Criminal
27	Traffic - Infractions
4	Traffic - Other/Hazards/Patrol
	Tresspassing
4	Thefts/Larceny
	Thefts (Motor Vehicle)/tmvwp/recstveh
	Vandalism
	Vehicular Assault
1	Vehicle Prowl
1	Violation City Ordinance/Nuisance
	Violation of Protection/Harrass Ord
1	Warrants/Wanted Person
	Welfare Checks
1	911 Hang Up
1	Hit & Run Accident
10	Security Check- Business/Residential
	Community Event
	Unlawful Imprisonment

123

**DECEMBER MONTHLY TOTAL**

1284

**YEAR TO DATE 2024**

(As of the end of December 2024)