Kittitas County Administrative Board Meeting

Thursday, December 14, 2017

700 Elmview Rd, Ellensburg, WA 98926

Attendance: Gene Dana & Obie O'Brien, Kittitas County; Geoff Scherer, Hospital District 2; Mary Morgan, City of Ellensburg.

Call to Order: Vice Chair Mary Morgan called the meeting to order at 1:31 pm.

Approval of the Agenda: Geoff Scherer moved to approve the agenda as presented, Obie O'Brien seconded, motion passed.

Approval of the November Meeting Minutes: Obie O'Brien moved to approve the November 2017 Administrative Board Meeting Minutes, Gene Dana seconded, motion passed.

Approval of the Blanket Vouchers for December 2017: Darlene Mainwaring led discussion regarding the December 2017 vouchers. November payroll benefit and deductions in the amount of $51,285.64 (check numbers 023064 through 023072 and 023090 through 023101); and November 2017 direct deposits in the amount of $60,778.32 (check numbers 023047 through 023063 and 023073 through 023089) and vouchers in the amount of $21,102.15 (check numbers 023102 through 023131). Gene Dana moved to approve the December 2017 blanket vouchers and Obie O'Brien seconded, motion passed.

Engineers Report: Bob Johnson reported the following: 1. Currently we are "snowed out" of the high mountain sites, but still plenty of work to be completed; 2. Several years ago, KITTCOM completed a surplus of a radio repeater to the Kittitas County Jail, they no longer have a need for it and have returned it to KITTCOM; 3. the test models of portable radio repeaters, referred to as the "gizmos," which were built earlier this year were returned to KITTCOM and taken out of service to complete the project of building the "gizmos." Staff will be requesting to carryover the project funds for the "gizmo" project set aside in the 2017 budget to the 2018 budget in early 2018.

Election of the 2018 Board Chair & Vice Chair: At the November meeting, Mary Morgan was nominated for Board Chair and Geoff Scherer was nominated for Vice Chair. With no further nominations before the Board, Gene Dana moved to elect Mary Morgan as the Board Chair and Geoff Scherer as the Vice Chair, Obie O'Brien seconded, motion passed.

Surplus Resolution 2017-5: Bob Johnson reviewed the surplus list with the Board. Obie O'Brien moved to adopt Surplus Resolution 2017-5, Geoff Scherer seconded, Resolution 2017-5 adopted.

Public Utility District (PUD) Call Volume: Darlene Mainwaring reported as part of the agreement with PUD, KITTCOM receives the after-hours calls from the PUD customers. On November 23, 2017 (Thanksgiving) PUD had a wide spread outage in the Cle Elum area. This outage generated 139 phone calls answered by KITTCOM on the dedicated PUD phone line and 88 CAD calls were created. The impact of the higher than normal call volume was managed by staff while also handling the 911 phone calls, fire and law radios and business phone lines during the outage which was approximately 8 hours in duration. Staff is looking at technology to assist with managing this large of an incident and will be reaching out to PUD to work on a solution.

Director's Report: Darlene Mainwaring reported the following: 1. Staffing levels continue to be the same, 8 positions filled with 2 in training, and 4 unfilled positions. We may have a potential new hire to start in January 2018; 2. The Union Contract is completed except for the language for the distribution of the mandatory overtime, the Union plans to have it completed before the January 2018 KITTCOM Board meeting; 3. The State 9-1-1 budget will be in a deficit and the Kittitas County funding for the CBD (Coordinator Professional Development) will be decreased by 50%, which is approximately $20k; and 4. There have been challenges with the SPFR merger as we all adjust to the needs of the agency/area and how KITTCOM operates/manages fire radio and responders. Staff has been reviewing and studying issues as they arise and developing solutions.

Meeting adjourned at 2:14 pm.

KITTCOM Administrative Board Member

KITTCOM Administrative Board Member

KITTCOM Administrative Board Member

Darlene Mainwaring

ATTEST: Board Secretary Darlene Mainwaring