

KITTCOM Administrative Board Meeting
February 9, 2017
700 Elmview Rd, Ellensburg, WA

Board Members Present: John Akers, City of Ellensburg; Gene Dana, Kittitas County; Rob Omans, City of Cle Elum; and Glenn Huffman, KVFR.

Also present: Darlene Mainwaring, KITTCOM & Bob Johnson by phone.

Chair, Glenn Huffman called the meeting to order at 1:32 p.m.

Approval of the Meeting Agenda: The Engineer's Report was added. Gene Dana moved to approve the agenda including the Engineers Report, John Akers seconded, agenda approved.

Approval of January 12, 2017 Meeting Minutes: Rob Omans moved to approve the January 12, 2017 meeting minutes, Gene Dana seconded, minutes approved.

Approval of February 2017 Blanket Vouchers: Darlene Mainwaring led discussion regarding February 2017 blanket vouchers.

January 2017 payroll benefit and deductions in the amount of \$52,372.90 (check numbers 022140 through 022148 and 022166 through 022177); and January 2017 payroll direct deposits in the amount of \$65,117.21 (check numbers 022122 through 022139 and 022149 through 022165). February 2017 vouchers in the amount of \$71,877.36 (check numbers 022178 through 022219).

Rob Omans moved to approve the blanket vouchers for February 2017, John Akers seconded, motion carried.

Policy Change to Purchasing to Reflect Washington State 2016 Senate House Bill #2427: Darlene Mainwaring reported in the 2016 Washington State legislative session, they passed the Senate House Bill #2427, RCW 36.32.245, which changes the purchasing requirements. KITTCOMs policy for purchasing effected are currently written as follows:

KITTCOM must obtain at least 3 competitive quotes for all goods and services that cost over \$2,500.00 and less than \$7,500.00 unless the purchase is exempt by law, purchased under a State approved purchasing contract or justification for a sole source purchase is warranted.

KITTCOM must bid for goods and services that cost more than \$7,500.00 unless the purchase is exempt by law, purchased under a State approved purchasing contract or a sole source purchase is warranted.

Staff suggest we change it to the following to match the language put forth in Senate House bill #2427:

KITTCOM must obtain at least 3 competitive quotes for all goods and services that cost \$10,000.00 or more and less than \$50,000.00 unless the purchase is exempt by law, purchased under a State approved purchasing contract or justification for a sole source purchase is warranted.

KITTCOM must bid for goods and services that cost 50,000.00 or more unless the purchase is exempt by law, purchased under a State approved purchasing contract or a sole source purchase is warranted.

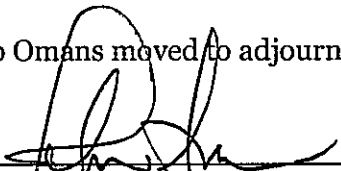
Gene Dana moved to approve for staff to make the changes to the purchasing policy to reflect current RCW 36.32.245, John Akers seconded, motion approved.

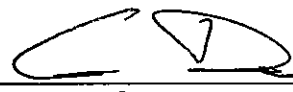



Director's Report: Darlene Mainwaring reported the following: 1. In regards to staffing, we still need 3 emergency services dispatchers. The last hiring process yielded no applicants. Staff is actively recruiting and updating the information on trade websites and the CWU career website; and 2. The supervisor promotion process is scheduled for February 21, 2017, we have 3 candidates and are filling 2 supervisor positions.


Engineer's Report: Bob Johnson reported the following: 1. There has been an ongoing problem with the volume levels on phones due to a modification on the "jack boxes" at the manufacture level which wasn't shared with KITTCOM in a previous upgrade. The problem has been corrected; 2. Working on the NG911 modernization project, currently in the equipment ordering phase, phone upgrade slated for the week of March 29, 2017; 3. As we upgrade the NG911 phone system we also have the opportunity to replace the administrative lines on the "heals" of the upgrade. This was presented at a previous Administrative Board meeting in 2016 regarding our options and consideration to tie the administrative lines into the EOC system. The current administrative lines are twelve (12) years old. We have the option of tying the current administrative lines with the NG911 system or purchasing a new system and tying it into the new system. The actual cost of purchasing a new system is under \$20,000.00 with possible savings of \$4,000.00 as the Avaya technician will be on scene during the NG911 upgrade. The Board questioned if this was already budgeted in 2017. Not specifically, but we do have funds set aside for Equipment upgrades totaling \$180,000.00 in reserve. The Board asked staff to prepare information including the cost and budget to be used; 4. The Snoqualmie Pass Fire & Rescue has been pushed out to March 15, 2017; 5. Considering purchase of Radios with GPS clocks which are identical to those we installed last year, we have enough funds in local maintenance to purchase; 6. An invoice totaling almost \$7,000.00 was not submitted by the engineer in 2016 and is now being paid, carryover from 2016 should cover it; and 7. The Snow Cat research is not finished, staff has had discussions with potential partners for the purchase of a snow cat, to include Sheriff, Gene Dana & Dave Houseberg (Deputy, Search & Rescue and Chief of Fire District 8). Gene questioned if the amount of use would be worth the cost to buy and maintain. At this time, staff doesn't have time to research further due to current capital project work.

Rob Omans moved to adjourn the meeting, John Akers seconded, meeting adjourned at 2:02 pm.


KITTCOM Administrative Board Member


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ATTEST: Board Secretary Darlene Mainwaring



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