

**KITTCOM Administrative Board Meeting**

**January 12, 2017**

**700 Elmview Rd, Ellensburg, WA**

Board Members Present: John Akers & Mary Morgan, City of Ellensburg; Gene Dana, Kittitas County; Rob Omans, City of Cle Elum; Geoff Scherer, Hospital District 2 and Glenn Huffman, KVFR.

Also present: Darlene Mainwaring, KITTCOM.

Chair, Glenn Huffman called the meeting to order at 1:30 p.m.

**Approval of the Meeting Agenda:** John Akers moved to approve the agenda removing the Engineers Report, Rob Omans seconded, agenda approved.

**Approval of November 10, 2016 Meeting Minutes:** John Akers moved to approve the December 8, 2016 meeting minutes with one correction to be made, Glenn Huffman was elected as the Chair, not Vice Chair (remove the word "Vice"), Rob Omans seconded, minutes approved.

**Approval of December 2016 Blanket Vouchers:** Darlene Mainwaring led discussion regarding December 2016 (end of year process) and January 2017 blanket vouchers.

December 2016 (end of year process) payroll benefit and deductions in the amount of \$14,049.77 (check numbers 022032 through 022040); and December 2016 (end of year process) payroll direct deposits in the amount of \$29,510.50 (check numbers 022016 through 022031). December 2016 (end of year process) vouchers in the amount of \$20,985.87 (check numbers 022041 through 022068).

January 2017 payroll benefit and deductions in the amount of \$35,397.40 (check numbers 022086 through 022097); and January 2017 payroll direct deposits in the amount of \$28,967.39 (check numbers 022069 through 022085). January 2017 vouchers in the amount of \$14,073.54 (check numbers 022098 through 022121).

Gene Dana moved to approve the blanket vouchers for December 2016 (end of year process) and January 2017, Rob Omans seconded, motion carried.

**PUD Agreement:** Darlene Mainwaring reported the PUD agreement is renegotiated every 2 years to ensure they are paying at the current radio log rates. This agreement shows an increase of \$1,730.30 per year. Mary Morgan moved to approve for the Board Chair to sign the agreement between PUD & KITTCOM, Gene Dana seconded, motion carried.

**Communications Tech Part-Time Hourly Rates of Pay:** Darlene Mainwaring reported the current part-time communications technician hourly rates of pay have not been increased since they were set in April of 2011. Staff would like consideration to increase the hourly rates for technician 1 & 2 which are positions established by Policy. Staff provided the current policy in regards to the Communications Tech Part-Time and the CPI increases over the past few years. John Akers suggested the positions be removed from policy as part-time employees due to new legislation regarding part-time employees and move the work to a 1099 process rather than a W4 process. **ACTION:** John Akers to discuss with the City of Ellensburg Finance Director, followed by a meeting with the KITTCOM director. Further discussion at a future KITTCOM Administrative Meeting.

**Director's Report:** Darlene Mainwaring reported the following: 1. Staffing update includes a new hiring process for Emergency Services Dispatcher has been started, we still need 3 positions filled. The last three in the hiring process either accepted other positions or dropped out of the process. Discussion among the Board as to why we are having a hard time finding viable candidates and it all stems from the candidate's backgrounds; 2. Supervisor Assessment is on February 21, 2017. We will be promoting 2 to fill all four of our supervisor positions as we continue to hire new employees; and 3. At the next meeting hope to have prepared the end of year report and cash report as well as a budget

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KITTCOM Administrative Board

January 8, 2017

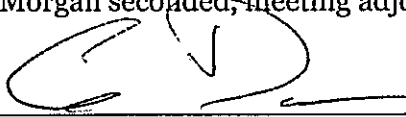
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resolution for 2017 to include carryover from 2016 and the revenue increase now that the PUD agreement is completed.

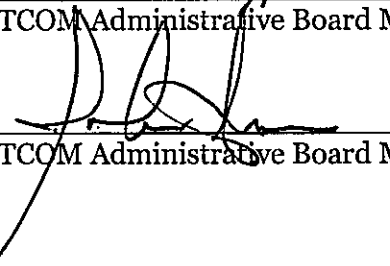
John Akers moved to adjourn the meeting, Mary Morgan seconded, meeting adjourned at 1:59 pm.



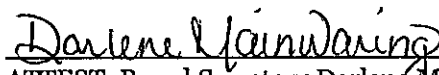
KITTCOM Administrative Board Member



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ATTEST: Board Secretary Darlene Mainwaring

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