

**KITTCOM Administrative Board Meeting**

**July 13, 2017**

**700 Elmview Rd, Ellensburg, WA**

Board Members Present: John Akers & Mary Morgan, City of Ellensburg; Gene Dana & Obie O'Brien, Kittitas County; Geoff Scherer, Hospital District2; and Glenn Huffman, KVFR.

Also present: Bob Johnson & Darlene Mainwaring, KITTCOM.

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

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

**Approval of May 11, 2017 Meeting Minutes:** Geoff Scherer moved to approve the May 11, 2017 meeting minutes, Gene Dana seconded, minutes approved.

**Approval of June & July 2017 Blanket Vouchers:** Darlene Mainwaring led discussion regarding June & July 2017 blanket vouchers.

May 2017 payroll benefit and deductions in the amount of \$47,738.11 (check numbers 022512 through 022520 and 022537 through 022548); and May 2017 payroll direct deposits in the amount of \$58,015.06 (check numbers 022496 through 022511 and 022521 through 022536). June 2017 vouchers in the amount of \$189,015.57 (check numbers 022549 through 022584). Mary Morgan moved to approve the blanket vouchers for June 2017, Obie O'Brien seconded, motion carried.

June 2017 payroll benefit and deductions in the amount of \$53,277.43 (check numbers 022601 through 022609 and 022627 through 022638); and June 2017 payroll direct deposits in the amount of \$60,704.31 (check numbers 022585 through 022600 and 022610 through 022626). July 2017 vouchers in the amount of \$18,185.58 (check numbers 022639 through 022673). Gene Dana moved to approve the blanket vouchers for July 2017, Obie O'Brien seconded, motion carried.

**Discussion item ~ Administrative Board Meeting Scheduled Time:** By Consensus, the Board members present would like to leave the meeting time on the second Thursday of the month at 1:30 pm.

**CWU Agreement for Dispatch Services for the period of July 1, 2017 through June 30, 2019:** Darlene Mainwaring led discussion regarding the CWU agreement. Their costs are down overall due to the previous agreement they were contributing to their share of the NetMotion server upgrade within the Cost Center for Spillman/Mobile & NetMotion and their radio log count was down from previous years. The agreement wasn't signed at the scheduled June Administrative Board meeting due to not having quorum. CWU agreed to wait for KITTCOM to sign the July 2017 Administrative Board Meeting which was past the end of previous contract as long as there would be no disruption of service. Obie O'Brien moved to approve for the Board Chair to sign the agreement, Mary Morgan seconded, motion carried.

**CAD2CAD Interface & Pro QA Software:** Darlene Mainwaring reported Okanogan County pursued a grant for our region, Region 7 to include KITTCOM for the CAD2CAD interface which allows neighboring dispatch centers to share Call information. Mike Worden with Okanogan County asked if we were interested in May and has already received the grant. The only cost to KITTCOM is the maintenance costs of \$824.00 beginning the second year and is reimbursable by State 9-1-1 funding. Initially, KITTCOM will be able to connect with Rivercom (Chelan/Douglas counties) and MACC (Grant county).

The Pro QA software is the replacement for the large, heavy card sets for each of the fire and EMS disciplines for questioning callers. The software would integrate with the Spillman Records Management (RMS) Calls table and allow the dispatchers to read the questions and enter the answers

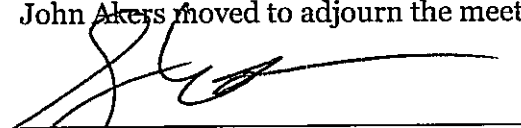


in the same place, currently, they are reading from the card sets off to the side and diverting back to the screen to place the answers/information into the RMS. The software also provides the ability to retrieve information and create reports which would be beneficial to KITTCOM to more quickly complete Quality Assurance and for the user agencies to determine response needs in the future. At this time we are in the research phase to determine functionality and funding. This product is expensive and we want to pursue this with the best interest of public safety in the forefront while being conscious of cost.

**Engineer's Report:** Bob Johnson reported the following: 1. Provided a brief synopsis of what occurred to cause the May 19<sup>th</sup>, 2017 9-1-1 outage; 2. Working on the Dodge Simulcast along Lake Keechelus, there have been issues with the quality; 3. T-Mobile signed the amendment for their additional infrastructure on the KITTCOM radio site; 4. The work to be done for the WSP rebuild at the Dodge radio site will be done by KITTCOM and reimbursed by WSP, no additional cost to KITTCOM and 5. At the Craig's Hill radio site, there is a receiver issue to resolve.

**Director's Report:** Darlene Mainwaring reported the following: 1. In regards to staffing/hiring, we currently have 1 on maternity leave, 1 off training on Sunday, 2 started training on Monday, June 19, and we currently need 2 to bring us to full staffing at 14 Emergency Services Dispatchers (ESDs) which includes the supervisors. We have 1 candidate in the background phase and 1 to test; 2. Currently the work involved in maintaining our 9-1-1 GIS needs is being maintained at a very basic level while Supervisor McKean who is also our GIS coordinator for 9-1-1 is scheduled to fill a full-time supervisor/emergency services dispatcher position to assist with filling our scheduling needs until we reach full staffing. As the NG9-1-1 arena continues to push forward, we need Supervisor McKean to spend more time working on GIS to fulfill the obligations we have to provide data/information for the improvements to 9-1-1 and the change in the GIS needs for Next Generation 9-1-1. We receive funding through our State 9-1-1 Grant and our local excise taxes which are designated for the GIS coordinator position; 3. We currently have an agreement with PUD for after-hours callout and dispatch services. In the past year, it has proven to be more and more difficult to reach their personnel and we have been asked by PUD to go through their list 3 times. 1 round of calls to their staff takes at least 6-7 minutes if they are not answering. The director has been working with PUD to only go through the list 1 time then send IvyTalk SMS Text messages until we get a response or further direction. We also are encouraging PUD to consider using the iSpyFire app to provide them the information about the callout(s); 4. After the upgrades to the phone system, CAD server upgrade which included a software update and bringing SPFR dispatch to KITTCOM, we were seeing more errors with each new implementation, still working through a few issues, the ESDs don't like to make errors and this causes them frustration. Staff continues to review the systems/processes and look for methods to improve and streamline the workflow; 5. The director attended the National Emergency Number Association Conference and the Washington APCO Summer Conference in June and has been sharing information gained with staff in "quickbits" – a quick email for some of the courses; and 6. At the State E911 level, the E911 office a year ago asked the 911 Advisory Committee to form a group to review an E911 RCW rewrite. The group formed, reviewed current RCW and proposed new RCW and when it came to a vote it was almost an even split for and against. This caused concern and many discussions to try to bring the groups together. Staff will keep you posted of the progress on this issue.

John Akers moved to adjourn the meeting, Obie O'Brien seconded, meeting adjourned at 2:39pm.

  
KITTCOM Administrative Board Member

  
KITTCOM Administrative Board Member

  
KITTCOM Administrative Board Member

ATTEST: Board Secretary Darlene Mainwaring

11



11