

KITTCOM Administrative Board Meeting
March 9, 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 District2; and John Sinclair, KVFR.

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

Vice Chair, Mary Morgan called the meeting to order at 1:31 p.m.

Approval of the Meeting Agenda: Geoff Scherer moved to approve the agenda including the Engineers Report, John Sinclair seconded, agenda approved.

Approval of February 9, 2017 Meeting Minutes: Geoff Scherer moved to approve the February 9, 2017 meeting minutes, Gene Dana seconded, minutes approved.

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

February 2017 payroll benefit and deductions in the amount of \$50,672.26 (check numbers 022237 through 022245 and 022264 through 022275); and February 2017 payroll direct deposits in the amount of \$62,130.34 (check numbers 022220 through 022236 and 022246 through 022263). March 2017 vouchers in the amount of \$109,649.57 (check numbers 022276 through 022313).

John Sinclair moved to approve the blanket vouchers for March 2017, Gene Dana seconded, motion carried.

Resolution 2017-1 (2017 Budget Amend A): Darlene Mainwaring led discussion regarding the budget resolution. The changes included a "housekeeping" issue in which historically, the \$1,250.00 collected annually from Inland Telephone for their equipment at the Sky Meadows radio site which is the same amount for the yearly easement payment to Elk Mountain LLC (Sky Meadows) was collected and receipted as a "pass through" is now being managed as a payment collected and a payment owed by KITTCOM. Also updated the revenue from PUD for the increase for their yearly costs for KITTCOM to complete after hours call out and dispatch per the agreement which was signed in January 2017. Also included was the carryover requested by the communications engineer of the unspent funds in the 2016 budgets of System & Network O&M and Capital Radio Projects, totaling \$12,097.07. The funds were taken from unspent CASH in the 2016 budget. After a few clarifying questions from the Board, Gene Dana moved to adopt Resolution 2017-1 (2017 Budget Amend A), John Sinclair seconded, Resolution 2017-1 adopted.

Discussion item ~ Administrative Board Meeting Scheduled Time: Brief discussion regarding the current scheduled time of 1:30 pm and how it is working for present Board members, John Akers suggested we continue the discussion at a future meeting when the County Commissioner representative is present, as well as the Board Chair.

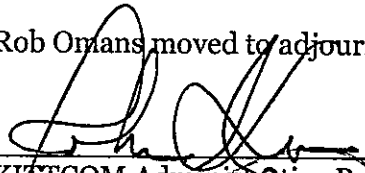
Engineer's Report: Bob Johnson reported the following: 1. The discussion last month regarding the administrative / business phone lines and upgrading has been put on hold for 2 reasons, staff time and the manufacturer being considered recently announced they are in Chapter 11; & 2. The Snoqualmie Pass Fire & Rescue migration is delayed six days to Tuesday, March 21, 2017, staff is working through a few operational issues and current weather is impacting the Wednesday, March 15, 2017 migration date.

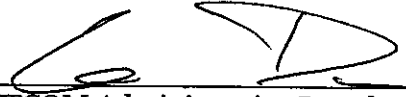
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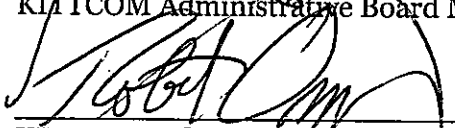



Director's Report: Darlene Mainwaring reported the following: 1. We currently have 3 unfilled emergency services dispatcher positions; 2. The three ESDs who completed the supervisor promotion process all passed. At this time, Grace Shuey and Brandon Schmidt have been promoted and begin on April 1, 2017, Sara Vickers opted to not promote at this time, but is now on our list for at least 18 months if staffing were to change. She will also be participating in the supervisor training offered as time allows. We are now working out the distribution of duties and scheduling; 3. Two of the trainees are nearing completion of the training program; 4. Supervisor McKean is being taken off the communications floor approximately seventy percent of her regularly scheduled shift to complete Next Generation 9-1-1 GIS tasks for the month of April to work to fulfill our 9-1-1 contract deliverables; 4. The director will be attending the E911 Coordinator's forum the week of March 20th; and 5. Staff is now learning how to better approach training the millennial (generation-Y) employees who process information differently.

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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