

## KITTCOM Administrative Board Meeting

May 11, 2017

700 Elmview Rd, Ellensburg, WA

Board Members Present: John Akers, City of Ellensburg; Gene Dana, Kittitas County; Rob Omans, City of Cle Elum; Geoff Scherer, Hospital District2; and Glenn Huffman, KVFR.

Also present: Bob Johnson, Bryan Clark & Darlene Mainwaring, KITTCOM.

Guests: Jerry Guadette, Day Wireless; Whitney Maxfield, WEST; and Tony Buhr, Daily Record.

Chair, Glenn Huffman called the meeting to order at 1:30 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 March 9, 2017 Meeting Minutes:** Geoff Scherer moved to approve the March 9, 2017 meeting minutes, Gene Dana seconded, minutes approved.

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

March 2017 payroll benefit and deductions in the amount of \$48,549.15 (check numbers 022332 through 022340 and 022341 through 022357); and March 2017 payroll direct deposits in the amount of \$68,872.13 (check numbers 022314 through 022331 and 022358 through 022369). April 2017 vouchers in the amount of \$265,819.82 (check numbers 022371 through 022411).

April 2017 payroll benefit and deductions in the amount of \$54,727.16 (check numbers 022429 through 022437 and 022455 through 022466); and April 2017 payroll direct deposits in the amount of \$68,332.22 (check numbers 022412 through 022428 and 022438 through 022454). May 2017 vouchers in the amount of \$52,234.76 (check numbers 022467 through 022495).

Geoff Scherer moved to approve the blanket vouchers for April & May 2017, Rob Omans seconded, motion carried.

**Discussion item ~ Administrative Board Meeting Scheduled Time:** Item to be moved to June 2017 meeting.

**Wireless Carriers Leasing Rates:** Bob Johnson reported this is a follow on discussion from about 2 years ago in regards to 1. Executing amendments to leases to increase the revenue for the wireless carrier leasing rates on the radio tower at 700 Elmview Road, staff would like to confirm having either the Director or Board Chair sign once the amendments are crafted is still the desire of the Board. Board by consensus was in approval of continuing this process and 2. As we allow carriers to add additional equipment to the tower to increase their capacity we need to be cognizant of our needs. Glenn Huffman asked if we are over the weight loading capacity. Bob Johnson stated we are under capacity at the 700 Elmview radio tower location and we have enough for our future use needs. John Akers asked "what are the lease revenues we are currently receiving from the wireless carriers?" Staff reported approximately \$70,000.00.

**Engineer's Report:** Bob Johnson reported the following: 1. On March 21<sup>st</sup> the Snoqualmie Pass Fire & Rescue migration into KITTCOM dispatch was completed; 2. On March 30<sup>th</sup>, we upgraded to the Next Generation (NG) 9-1-1 phone system which we are still working through some operational issues. Bob Johnson introduced Whitney Maxfield with WEST, our Next Generation phone system vendor; 3. The NG recorder is up and running and only recording the phones at this time. Staff will migrate radio channels to the NG recorder as time allows; 4. At the Stampede radio site, Verizon and Department of Transportation are adding assets, as well KING County is interested in a trade for services to increase their coverage; 5. In 2018 it will be the 20 year lease milestone at the Stampede radio site, we can

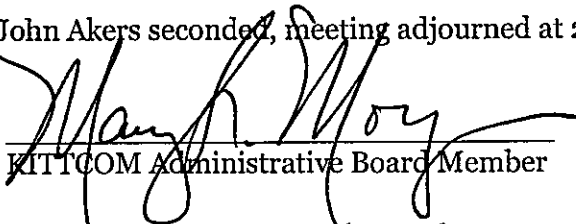


renegotiate with Forest Service for another 30 year lease rather than just the next 10 years; 6. The recent lightning storm caused harm at the Beverly radio site. Lightning struck between KITTCOM and Washington State Patrol, causing a pin to arc. Staff and WSP are working to create an environment at Beverly in which lightning won't be able to cause harm.


**Director's Report:** Bryan Clark reported the Spillman upgrade from the UNIX operating system to the Linux operating system was completed three weeks ago. The upgrade included a "patch" update, overall the upgrade went well. We now have a new backup solution with approximately a 30 minute recovery time. Darlene Mainwaring reported the following: 1. Due to the Director being out of town for a conference the week of June 5<sup>th</sup> through the 8<sup>th</sup>, the June Board meeting needs to be moved. It was decided to move the meeting to June 14, 2017 at 1:30 pm; 2. ESD, Stacy Berg resigned effective April 29, 2017, Sara Vickers is on maternity leave as of Tuesday, May 9, 2017, one trainee is now off training, one more to follow and another to complete training in July; 3. We have two candidates in the hiring process, anticipated start date is June 16, 2017. If they make it through the backgrounds, we still need 2 ESDs; and 4. Staff handed out the August 2013 meeting minutes which outlined the Strategic Initiatives to the Board members present. Staff needs to reevaluate the long term capitals needs of the radio system, succession planning for the Director and Communications Engineer. Staff also needs to plan the succession planning in regards to creating a usable operations manual for the tasks the Communications Engineer completes. Glenn Huffman would like to initiate conversations with the Union to get started on negotiations for the 2018-2020 collective bargaining agreement.

Rob Omans moved to adjourn the meeting, John Akers seconded, meeting adjourned at 2:10 pm.

  
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ATTEST: Board Secretary Darlene Mainwaring



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