

KITTCOM Administrative Board Meeting Minutes

November 9, 2017 at 1:30 pm

700 Elmview Rd, Ellensburg, WA

Attendance: Gene Dana & Obie O'Brien, Kittitas County; John Sinclair, KVFR; John Akers, City of Ellensburg; Geoff Scherer, Hospital District 2; Rob Omans, City of Cle Elum. Darlene Mainwaring & Bob Johnson, KITTCOM.

Due to the absence of Chair Glenn Huffman and Vice Chair Mary Morgan, Gene Dana chaired the meeting.

Meeting Called to Order at: 1:30 pm

Approval of the Meeting Agenda: With the absence of Chair Huffman who had asked for the Executive Session to be included on the agenda, it was removed from the agenda. Geoff Scherer moved to approve the meeting agenda as changed, Rob Omans seconded, motion passed.

Approval of the October 12, 2017 Meeting Minutes: Rob Omans moved to approve the minutes, John Akers seconded, motion passed.

Approval of the November 2017 Blanket Vouchers: Darlene Mainwaring led discussion regarding the November 2017 Vouchers.

October 2017 payroll benefit & deductions in the amount of \$50,386.82 (check numbers 022976 through 022984 and 023001 through 023012); and October 2017 direct deposits in the amount of \$58,552.65 (check numbers 022961 through 022975 and 022985 through 023000); vouchers in the amount of \$26,264.10 (check numbers 023013 through 023046).

John Akers moved to approve the October 2017 blanket vouchers, John Sinclair seconded, motion passed.

Engineer's Report: Bob Johnson reported the following: 1. Staff is working with King County and Snoqualmie Pass Fire in regards to addressing the ski areas in King County for 9-1-1 landline addresses. The legacy phones systems at the ski areas don't support 9-1-1 location and essentially cannot deliver 9-1-1 phone number or address if more than one call is coming from the location. This discussion will resume with the parties mid-March of 2018, King County will take the lead; 2. Staff queried the Board regarding using 2017 System & Operations Maintenance funds to purchase parts for future projects if funding is available, Board members present had no issues; and 3. Some of the work intended to be completed at remote radio sites has not been finished due to the winter weather setting in sooner than expected. Staff may have a few expeditions to the sites for maintenance & repairs.

Interlocal Agreement: Chair Glenn Huffman had requested this topic be included in the agenda, with his absence, John Sinclair reported currently Fire District 2 is included in the Fire District rotation for a seat on the KITTCOM Board. KVFR would like a future discussion regarding KVFR having a permanent seat on the Board. This topic will be included on the January agenda for further discussion and consideration.

Nominations for 2018 Board Chair and Vice Chair: John Akers nominated Mary Morgan for Chair, Obie O'Brien nominated Geoff Scherer for Vice Chair. Obie O'Brien moved to close nominations, Rob Omans seconded, motion carried.

2018 Budget Resolution 2017-4: Darlene Mainwaring led discussion regarding the 2018 Budget.

On October 31, 2017, the budget committee comprised of Chair Glenn Huffman, Vice Chair Mary Morgan, Board Member Gene Dana & Darlene Mainwaring met to discuss the KITTCOM 2018 Budget with special focus on the Capital Projects.

Of note, the health benefits did not increase for 2018. The State 9-11 is considering a 50% cut to our CPD (Coordinator Professional Development) funding, not our Basic Operations Grant, the total amount of the cut would be \$20,570.00 and could be absorbed by decreasing our training costs and public education materials in this funding source.



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Staff provided the committee the Communications Engineer Spread sheet for Capital Projects which included 2018 projects by priority and which quarter of the year to complete, as well as individual handouts for Projects by Priority, Projects by Quarter, and budget and user fees at different rates.

After discussing the Capital projects with Communications Engineer, Bob Johnson, the committee focused on what projects we could complete looking at time needed and funding available.

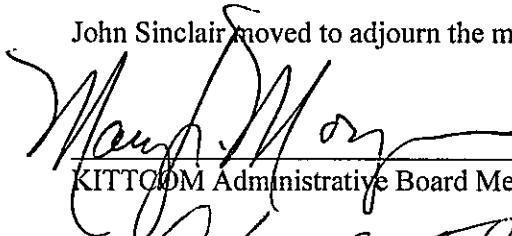
The proposal for 2018 Capital projects includes the following in the budget resolution: Additional HVAC registers in Comm/Ducting, \$3,200.00; Replace carpet in Director Office and Comm Center, \$8,500.00; Craig Hill Tank Top Antenna Struct/Design/Replace/Install, \$16,000.00, Propane tank replacement at Sky Meadows, \$5,100.00, Replace GPS Frequency Source (3 of 7), \$18,000.00, Replace Possibly Defective Antennas, \$11,000.00, HVAC Upgrade at Sky Meadows, \$25,000.00, For a total of \$86,800.00.

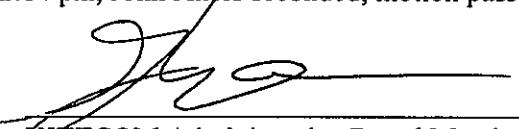
Not included, but to be considered mid-year dependent on funding (local or grant through Homeland Security in 2019): Purchase, R/R, Commission Access Control System, \$29,000.00 and Camera, Video, Monitor Replacement & add Cameras, \$33,000.00, for a total of \$62,000.00.

The Budget Committee proposes the user fees be set at \$3.60 per radio log for 2018, with the use of cash to fund the above listed Capital projects. The total budget in the amount of \$1,981,901.79, with KITTCOM member agency contributions at \$948,042.74, Other Revenue of \$946,159.05 and Cash in the amount of \$86,800.00. After a brief discussion, Rob Omans moved to adopt the 2018 Budget as proposed in Resolution 2017-4, Geoff Scherer seconded, Resolution 2017-4 adopted.

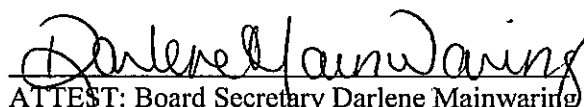
Director's Report: Darlene Mainwaring reported the following: 1. Staffing/hiring update, no changes. 2. Staff is currently working on the following projects: purchase of the ProQA software, updating response plans as needed for the fire agencies, funding the future radio system and GIS work needed for NG911. Darlene also requested support from the Board in regards to the page times for fire/EMS incidents, and following the National Fire Protection Association (NFPA) standards. Board consensus for support of the NFPA standards. Discussion regarding funding the future radio system which is 6-8 years out was held. If KITTCOM were to pursue the 1/10 of 1% Emergency Communications tax which the counties around us have adopted, the revenue stream could be upwards of \$500,000 per year and could be sunset to achieve the needed funds for the project and future maintenance. Staff will also be looking at other options.

John Sinclair moved to adjourn the meeting at 2:14 pm, John Akers seconded, motion passed.


KITTCOM Administrative Board Member


KITTCOM Administrative Board Member


KITTCOM Administrative Board Member


ATTEST: Board Secretary Darlene Mainwaring

2-11



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