

## KITTCOM Administrative Board Meeting Minutes

September 19, 2017 at 11:30 am

700 Elmview Rd, Ellensburg, WA

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

**Meeting Called to Order at:** 11:35:13 am

**Approval of the Meeting Agenda:** Geoff Scherer moved to approve the meeting agenda as presented, Gene Dana seconded, motion passed.

**Approval of the August 10, 2017 Meeting Minutes:** Gene Dana moved to approve the minutes, Geoff Scherer seconded, motion passed.

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

August 2017 payroll benefit & deductions in the amount of \$53,441.36 (check numbers 022803 through 022811 and 022830 through 022841); and August 2017 direct deposits in the amount of \$61,825.93 (check numbers 022786 through 022801 and 022812 through 022829); vouchers in the amount of \$42,718.99 (check numbers 022842 through 022872).

Geoff Scherer moved to approve the September 2017 blanket vouchers, John Akers seconded, motion passed.

**Engineers Report:** Bob Johnson reported the following: 1. KITTCOM is acquiring a pair of frequencies from CWU that they haven't been using. This is part of KITTCOM long-term strategic plans for radio infrastructure; 2. The Ivytalk product KITTCOM has been using for approximately 5 years has been having challenges as the company is in stasis and is just being kept alive. Currently working to switch to another vendor, iSpyFire to deliver the same service at less cost; 3. Radio problems currently challenging staff are on the law main and fire ops channels. At this time the problem on law main has been significant during swing shift for the past 2-3 weeks. Staff believes it is due to user/subscriber equipment and are trouble shooting. The fire ops channel has a chime, which doesn't present on the recorder; 4. CenturyLink has had two outages in the Cle Elum & Easton areas which are a problem with their central office at each of the cities. CenturyLink has identified the problem and are resolving. Also had a problem at Snoqualmie Pass, in which there was a dial tone outage which was the result of a power outage due to a varmint; 5. The HVAC issue at the Dodge Ridge radio site was resolved, cause was debris in a coolant line and 6. Discussion started in regards to the Emergency Operations Center (EOC), the locations of the EOC to include space needs for the larger operations, as well as the equipment for the EOC was started. A future discussion to be completed this fall.

**Resolution 2017-3 (2017 Budget Amend B):** Darlene Mainwaring led discussion regarding the 2017 Budget Amend B. John Akers stated unless you are going to overspend the obligated budget, you have the authority to move the funds among the budget lines without completing a budget resolution to underspend the budget. Staff has historically administered the budget with resolutions regardless of under or overspending funds. Staff will adjust to the direction of the Board. John Akers moved to adopt Resolution 2017-3, Obie O'Brien seconded, Resolution 2017-3 adopted.

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A small handwritten mark or character in the lower middle section.

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KITTCOM Administrative Board Meeting

September 19, 2017

Page 2

**Executive Session to discuss the Collective Bargaining Agreement:** At 12:21, the Administrative Board went into Executive session to discuss the Collective Bargaining agreement for 10 minutes. At 12:31, the Administrative Board resumed the Administrative Board meeting.

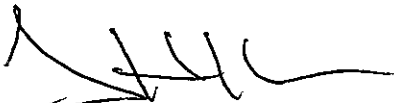
**ACTION:** Obie O'Brien move to approve the Collective Bargaining Agreement for 2018-2022 as presented, Geoff Scherer seconded, motion passed.

**Director's Report:** Staffing levels have once again changed, Brandon Schmidt resigned effective September 4<sup>th</sup> to become the Chief of Kittitas County Fire District 1. We currently have 8 positions filled, 2 in training and 4 unfilled positions. We have one individual to test for the position of Emergency Services Dispatcher. We also need additional trainers.

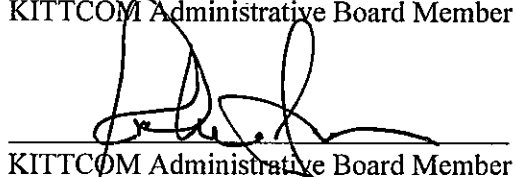
**Draft 2018 Budget:** Darlene Mainwaring reviewed the draft 2018 budget providing sample budgets and user fees. Darlene requested the Administrative Board create a budget committee to review the 2018 budget. The Committee will include Mary Morgan, Glenn Huffman (or John Sinclair) and Gene Dana.

John Sinclair suggested the following while looking at the 2018 budget and into the future: to be tactical and strategic, determine the anticipated cost of employees looking beyond 2018 and a plot line showing increases.

Gene Dana moved to adjourn the meeting at 12:43 pm, Rob Omans seconded, motion passed.



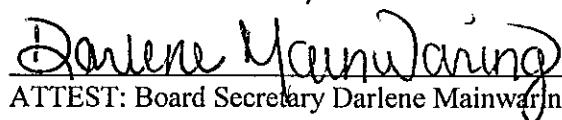
KITTCOM Administrative Board Member



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ATTEST: Board Secretary Darlene Mainwaring

