

Kittitas County Administrative Board Meeting

Thursday, April 12, 2017

700 Elmview Rd, Ellensburg, WA 98926

Attendance: Gene Dana & Paul Jewell, Kittitas County; Geoff Scherer, Hospital District 2; Mary Morgan, City of Ellensburg; Rob Omans, City of Cle Elum; and Glenn Huffman, KVFR.

Guest: John Sinclair, KVFR.

Darlene Mainwaring & Bob Johnson, KITTCOM.

Call to Order: Vice Chair Geoff Scherer called the meeting to order at 1:30 pm.

Approval of the Agenda: Gene Dana moved to approve the agenda, Glenn Huffman seconded, motion passed.

Approval of the March 2018 Meeting Minutes: Paul Jewell moved to approve the March 2018 Administrative Board Meeting Minutes, Glenn Huffman seconded, motion passed.

Approval of the Blanket Vouchers for April 2018: Darlene Mainwaring led discussion regarding the March 2018 payroll and April 2018 vouchers. March payroll benefit and deductions in the amount of \$52,294.08 (check numbers 023402 through 023410 and 023430 through 023441); and March direct deposits in the amount of \$63,726.80 (check numbers 023384 through 023401 and 023411 through 023429) and April 2018 vouchers in the amount of \$31,482.98 (check numbers 023383 and 023442 through 023486). Paul Jewell moved to approve April 2018 blanket vouchers and Rob Omans seconded, motion passed.

Engineer's Report: Bob Johnson reported the following: 1. Thank you to the director for allowing him to attend the IWCE conference in March, it provided him more insight to the path of the next generation radio system; 3. At subsequent Administrative Board Meetings, there was discussion about migrating radio channels to digital, future discussions will include how we get to next generation radio; 4. Staff has been working through the security access control & video systems, preliminary quotes are conservative, continue to pursue a grant through Homeland Security funds (Kittitas County Emergency Management). If we purchase the access control system and video system together, it will put us over the bid limit, if separately, it will not; 6. City of Ellensburg Public Works is moving the public works radio which is currently on a tower on top of the public safety building at 100 North Pearl (Ellensburg Police Department) to the Craig's Hill site, KITTCOM staff is working through this process with them; and 7. Fiber provision costs with respect to roads and leasing right of way. Staff is projecting a possible collaboration with Kittitas County for Zayo Fiber at the KVFR, Mountain View Ave location, with a meet point/patch panel which would also include the purchase of dark fiber from the City of Ellensburg. Bob provided the details for costs and distribution of the glass strands by color which would provide eight times more capability and would also provide coverage from the Court House at 205 W 5th Ave, Ellensburg to Vantage with a "drop" at the City of Kittitas water tower and also west to the Upper Kittitas County. Staff is currently in the memorandum of

Kittcom Administrative Board Meeting Minutes

Page 2

April 12, 2018

understanding/ writing phase with the Kittitas County IT department. Paul Jewel noted this would be an inexpensive method for redundancy. After a few clarifications, the Board members present were in consensus to move forward.

Resolution 2018-1, Statement of Work for Bureau of Land Management (BLM): Darlene Mainwaring led discussion about the Statement of Work for BLM, this is an ongoing agreement to provide dispatch services. Their costs did increase, but mostly due to the cost of Spillman software and Mobile application, BLMs impact on KITTCOM is minimal when they are in the Yakima River Canyon along State Route 821. Paul Jewel moved to adopt Resolution 2018-1, Rob Omans seconded, Resolution 2018-1 adopted.

Resolution 2018-2 (2018 Budget Amend A): Darlene Mainwaring led discussion outlining the changes are mostly the reduction in the State E911 Grant Equipment Maintenance & CPD (Coordinator Professional Development), an increase to the BLM agreement and the carryover for the Capital Radio Project referred to as the "Gizmos." The CPD decrease was \$19,670 which affected public education materials and training/travel through June 30, 2018, and an adjustment/decrease of \$5,931.89 which was paid ahead last year when we purchased the phone system which included the ongoing maintenance for the next several years at a lessor cost; BLM agreement increase of \$181.03, Capital Radio Project for the Gizmo, cash carryover in the amount of \$8,486, \$1,514 of the \$10,000 allocated was spent in 2017, and the inclusion of the \$10,000.00 in revenue split between KVFR and Fire District 7 to fund the two "gizmos." The overall change to the budget is a decrease in revenue in the amount of \$15,420.86 and a decrease in expenses in the amount of \$17,115.80. Paul Jewell move to adopt Resolution 2018-2, Gene Dana Seconded, Resolution 2018-2 adopted.

Director's Report: Darlene Mainwaring reported the following: 1. Staffing remains the same, down three positions, with three in training; 2. The hiring process includes one individual, she has almost completed the hiring process and we have four candidates to test in the next week; 3. This is National Telecommunicator Week; 4. The director recently attended the E911 Coordinator's Forum in which other small counties are having struggles with hiring, and training, which included a presentation by Adam Timm, who has co-written a book called the Healthy Dispatcher and has created a company which addresses training needs for dispatch in regards to stress management and other topics; 5. The director has been spending more time on operational issues than usual; 6. The EMS/Fire radio handbook project spear headed by the Fire Chief's Association is complete; 7. Currently reviewing/studying our current EMS scripts with Priority Dispatch against the King County CBD, creating a group of EMS, dispatch and fire personnel to objectively compare both systems; 8. The prosecutor's office is reviewing the Interlocal Agreement in regards to adding KVFR as a represented agency on the Board and the removal of Fire District 8 due to their merge with Snoqualmie Pass Fire & Rescue; 9. We have a

Kittcom Administrative Board Meeting Minutes

Page 3

April 12, 2018

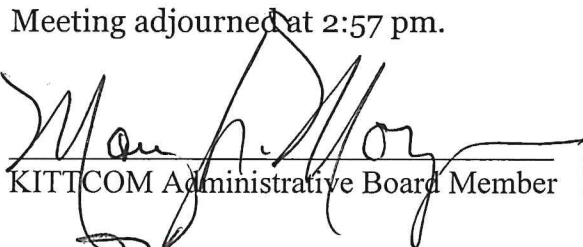
large project ahead of us to manage our GIS data and prepare it for NG911, more information to be presented at the May 2018 Administrative Board Meeting; 10. Kittitas County PUD and the City Utilities are going to “demo” the ispyfire application; and 11. Our consoles were recently cleaned by a professional cleaning company and we are deemed a “clean center.”

Old Business: John Sinclair asked a question about the iSpyFire application in which iSpyFire was working on an agreement with Spillman and it was stopped. John agreed to speak with the Director after the meeting in regards to the issue.

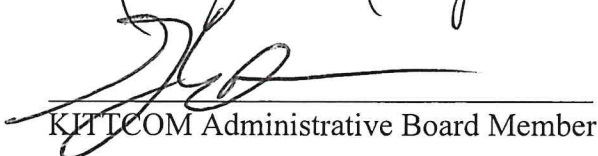
Executive Session-Director’s Evaluation: At 2:21 pm, the Administrative Board went into executive session to discuss the Director’s position for 20 minutes. At 2:41 pm the Administrative Board extended the executive session another 10 minutes. At 2:51 pm the Administrative Board ended the executive session.

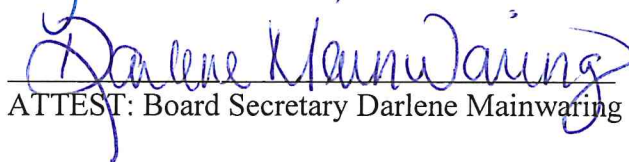
Action: Paul Jewell moved to increase the Director’s monthly salary to \$8,000.00 effective beginning the next payroll period, April 16, 2018. Gene Dana seconded, motion carried. Paul Jewell stated the current scale is below the comparisons of other comparable director positions. Glenn Huffman will be taking the lead to more thoroughly evaluate the director pay scale.

Meeting adjourned at 2:57 pm.


KITTCOM Administrative Board Member


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ATTEST: Board Secretary Darlene Mainwaring