

KITTCOM (Kittitas County 9-1-1)
Administrative Board Meeting Minutes
August 9, 2018
700 Elmview Road, Ellensburg, WA

Attendance Cory Wright & Darren Higashiyama, Kittitas County; Geoff Scherer, Hospital District 2; Mary Morgan, City of Ellensburg; and Joe Seemiller, Kittitas Valley Fire & Rescue.

Bob Johnson & Darlene Mainwaring, KITTCOM.

Called to Order at 1:30pm.

Approval of the Agenda Darren Higashiyama moved to approve the agenda as presented, Geoff Scherer seconded, motion passed.

Approval of the June 14, 2018 Administrative Board Meeting Minutes Geoff Scherer moved to approve the June 14, 2018 Administrative Board Meeting Minutes as presented.

Approval of the Blanket Vouchers for July and August 2018 Darlene Mainwaring led discussion in regards to the blanket vouchers. June 2018 payroll benefit and deductions in the amount of \$51,191.08 (check numbers 023691 through 023699 and 023716 through 023727); and June direct deposits in the amount of \$67,409.36 (check numbers 023672 through 023690 and 023700 through 023715) and July 2018 vouchers in the amount of \$18,978.76 (check numbers 023728 through 023759). July payroll benefit and deductions in the amount of \$49,204.13 (check numbers 023777 through 023785 and 023805 through 023816); and July direct deposits in the amount of \$60,028.30 (check numbers 023760 through 023776 and 023788 through 023804) and August 2018 vouchers in the amount of \$123,806.28 (check numbers 023786, 023787 and 023817 through 023854). Geoff Scherer moved to approve the blanket vouchers for July and August 2018, Darren Higashiyama seconded, motion passed.

Engineers Report Communications Engineer, Bob Johnson reported the following: The lease agreement with King County PSERN at our Stampede radio site is moving along; 2. In the vouchers for August is a purchase for radio infrastructure to replace the 2002 vintage equipment and move us to current generation equipment. The purchase provided the opportunity to purchase the equipment at approximately fifteen cents on the dollar; 3. Staff would like to begin purchases for the 2019 capital equipment replacement list as two projects staff was anticipating to complete in 2018, such as the presumed defective antennas were not in need of repair and the Craig's Hill project to replace the handrail is now going to be a 2019 project as the firm we had been working with originally had underbid the project and the individual our staff was working with is no longer with the firm. Board members present were in favor of moving forward with 2019 projects within the same capital budget amount as determined at onset of the 2018 budget; 4. Staff is continuing work on the 2018 projects to include the major system replacement of law main and TAC 1 radio channels, this will occur in October 2018; 5. In the early morning of October 2, 2018 the ESInet project to move 9-1-1 into NG9-1-1 will be occurring, this will include enhanced 9-1-1 being turned off, the 9-1-1 calls will be sent to our 9 digit business lines with voice only during the switch from the old to the new network; and 5. Also discussed was the issue of Charter having a connectivity issue in which a Charter customer in Ellensburg could not call a Fairpoint (Consolidated Communications) customer for about 4 days over a weekend in July 2018.

King County Director's Association (KCDA) Agreement Darlene Mainwaring reported during the process of completing the carpet replacement project, the carpet selected by staff was not on the State Cooperative, but is available if we become a member of the Intergovernmental Cooperative

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Purchasing/Procurement Agreement via KCDA. Geoff Scherer moved to approve for the KITTCOM Director to sign the agreement, Darren Higashiyama seconded, motion passed.

Resolution 2018-3 (2018 Budget Amend B) Darlene Mainwaring outlined the changes to include the following: the addition of the State E911 Grant Basic Services & CPD (Coordinator Professional Development) for FY2019, addition of revenue from State of Washington (WSP) for provisioning & combining work completed, \$4,573.09 and addition of revenue from sale of Surplus on Public Surplus, \$6,115.50.


1. Adjustments to Expenses included the pay increase approved in April for the Director, pay increase for the Information System Administrator which was included in 2018 budget, adjustment to dispatcher & supervisor salaries & benefits to increase the overtime budget due to loss of staff & increase overtime funds.
2. The revenue received from the State of Washington (WSP) was placed in System & Operations Maintenance. This will allow for provisioning of radios to improve our radio cache to current technology.
3. The revenue received from Public Surplus covered the cost of the State Accountability Audit.


The overall changes to the budget is an increase of \$31,459.51 in revenue and an increase of \$28,620.69 in expenses, mostly due to the return of the E911 CPD funds.


Geoff Scherer moved to adopt Resolution 2018-3 (2018 Budget Amend B), Darren Higashiyama seconded, motion passed.

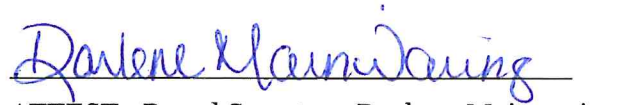
Director's Report Darlene Mainwaring Reported the following: 1. Staffing, currently have 8 full time Emergency Services Dispatcher (ESD) positions filled, 1 part-time ESD and 2 in training. We have 4 positions remaining to fill. Currently, we have 3 in different phases of the background, projected start time for next hiring is in October 2018; 2. Reported the State Accountability Audit resulted in no findings or administrative letter, just a few suggestion which staff has implemented (copy of report available at meeting for Board review); 3. The ACCESS audit was completed successfully; 4. Staff have received "written accolades in regards to their performance on two separate fires in the past month (copies available at meeting for Board review); 5. The EMD / CBD comparison project is on hold until fire season is completed; 6. The director will be out of town from August 10-15, 2018 and available by cellular phone.

Meeting adjourned at 14:03 pm.


KITTCOM Administrative Board Member


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ATTEST: Board Secretary Darlene Mainwaring