

KITTCOM Administrative Board Meeting Minutes

December 13, 2018

700 Elmview Rd, Ellensburg, WA

Attendance Glenn Huffman, Kittitas Valley Fire & Rescue; Geoff Scherer, Hospital District 2; Gene Dana, Kittitas County; John Akers & Mary Morgan, City of Ellensburg & Rob Omans, City of Cle Elum. Also in attendance: John Sinclair, Kittitas Valley Fire & Rescue; Bob Johnson & Darlene Mainwaring, KITTCOM.

Called to Order 1:34 pm

Approval of the Meeting Agenda Geoff Scherer moved to approve the meeting agenda as presented, Glenn Huffman seconded, motion carried.

Approval of the November 8, 2018 Meeting Minutes Glenn Huffman moved to approve the November 8, 2018 meeting minutes, Geoff Scherer seconded, motion carried.

Approval of the Blanket Vouchers Darlene Mainwaring led discussion regarding the blanket vouchers. Payroll Benefit and Deductions for November 2018 in the amount of \$58,246.57 (check numbers 024144 through 024152 and 024172 through 024183). Payroll Direct Deposit for November 2018 in the amount of \$67,946.95 (check numbers 024125 through 024143). Claims Fund for December 2018 in the amount of 19,611.23 (check numbers 024184 through 024215). John Akers moved to approve the November blanket vouchers, Glenn Huffman seconded. Motion carried.

Engineer's Report Bob Johnson reported the following: 1. The 911 issue reported at the October meeting has been resolved November 16, 2018, it was a vendor issue; 2. Staff has been working on a process to provide the dispatch staff the ability to activate the Pager tones from the CAD system; 3. Continued work to improve the radio coverage at Kittitas Valley Health Care; currently working to finalize the Fiber Agreement with the County; 4. The UPS system has been reacting incorrectly and is in need of replacement. Funding through the E911 maintenance funds will cover the cost, \$25K; 5. The Sheriff's Office currently are working through a problem in regards to communication within the jail. If a Corrections Officer (CO) who works within the Control Room were to become locked out of the Control Room, they would not have a way to communicate this to other COs. Staff is working with the Sheriff's Office to find a resolution to include an unmonitored radio frequency at KITTCOM with a "squelch detector" alarm to alert KITTCOM to interact with Corrections; and 6. The Sheriff's Office has been made aware they are using Kenwood portables of which we can only provide limited support.

PUD Agreement Darlene Mainwaring reported PUD notified KITTCOM post November Board Meeting they are going to move to a Call Center specifically used for utilities callout. This agreement is for month to month services by KITTCOM until they are fully moved to the new Call Center in first quarter 2019. It also allows for PUD to continue paying monthly past first quarter if needed. Their current agreement expires December 31, 2018. Geoff Scherer moved to approve the PUD Agreement as presented, Glenn Huffman seconded, motion carried.

Resolution 2018-6 (Surplus Property) Glenn Huffman moved to adopt Resolution 2018-6, John Akers seconded, motion carried.

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Good of the Order: Glenn Huffman has had discussions with Snoqualmie Pass Fire (SPFR) Chief Jay Wiseman in regards to their 2019 fees to KITTCOM. Chief Wiseman has been working through the process to leave KITTCOM for a portion of dispatch and have Norcom provide those dispatch services. Glenn Huffman reported Chief Wiseman would like the KITTCOM Board to consider decreasing their costs now that they are planning to move some of their dispatch back to NORCOM. Their costs to Norcom are expected to be \$35,000.00

Darlene Mainwaring reported when the funding was started, the first year fees were on a "best guess" with the data Chief Wiseman provided, data based on the number of calls created by Norcom, then an average of radio logs generally assigned to a call to determine the approximate number of radio logs for 2017 fees.

For the 2018 fees, KITTCOM only had 1 quarter of radio log data (the second quarter of 2017) as we started dispatching for them in March 2017. To determine 2018 fees, it was another "best guess" situation. The 2019 data includes a full year of radio log counts for SPFR and includes Fire District 8 due to the merger. The dispatch fees for SPFR are \$27,201.72, 2017 the cost with the best guess was \$8,241.75, the 2018 costs was \$14,400.00

After discussion among the Board Members present, it was decided to review the data to include geographical data: incidents in King County, incidents in the former SPFR jurisdiction within Kittitas County & Fire District 8 jurisdiction. This would include an amendment to the agreement with SPFR. Information will be compiled and presented at the January 2019 KITTCOM Administrative Board Meeting.

Director's Report Darlene Mainwaring reported the following: 1. The incoming Board Chair & Vice Chair will need to sign the signature cards for the Bank of the West after the January 2019 Board Meeting has approved the December 2018 Board Meeting minutes; 2. The Director is a 2019 Kittitas County Law & Justice Council Co-Chair; 3. The carpets in the communications area and director's office will be replaced December 19-21, 2018; 4. Staff is working to complete end of the year financial tasks and the last 2018 payables process and 5. Staffing position changes, we continue to have the same number of staff in a different configuration.

Meeting adjourned at 2:31 pm



KITTCOM Administrative Board Member



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ATTEST: Board Secretary Darlene Mainwaring