

KITTCOM Administrative Board Meeting Minutes

June 14, 2018

700 Elmview Rd, Ellensburg, WA

Attendance Darren Higashiyama, Kittitas County; Rob Omans, City of Cle Elum; John Akers & Mary Morgan, City of Ellensburg; John Sinclair, Kittitas Valley Fire & Rescue; and Geoff Scherer, Hospital District 2.

Bob Johnson & Darlene Mainwaring, KITTCOM.

Meeting called to order at 1:30 pm.

Approval of the Meeting Agenda John Sinclair moved to approve the meeting agenda as presented, Rob Omans seconded, motion approved.

Approval of the May 10, 2018 Meeting Minutes John Akers moved to approve the May 10, 2018 meeting minutes, John Sinclair seconded, motion approved.

Approval of the Blanket Vouchers Darlene Mainwaring led discussion in regards to the May 2018 payroll & June 2018 vouchers. May payroll benefit and deductions in the amount of \$54,257.89 (check numbers 023595 through 023603 and 023625 through 023636); and May direct deposits in the amount of \$64,074.29 (check numbers 023577 through 023594 and 023605 through 023624) and June 2018 vouchers in the amount of \$56,544.15 (check numbers 023576, 023604 and 023638 through 023671).

Rob Omans move to approve the vouchers, Darren Higashiyama seconded, motion approved.

Engineers Report Bob Johnson updated the Board on current projects to include 1. The collaboration between agencies to install additional fiber between the Kittitas County Court House and KVFR on Mountain View Ave in Ellensburg; 2. the microwaves purchased from Whitman County have been purchased and staff will begin the replacement process a year from now; 3. At the Beverly Radio site staff has been working to install new fiber; 4. At the Dodge radio site on Snoqualmie Pass, work has been completed to resolve the radio reception problems along Lake Keechelus; and 5. The engineer shared he was contacted by Norcom asking which radio sites are available to “talk” into Lake Kachess area and also of note, for the past few months there has been complete loss of dial tone at Snoqualmie Pass which causes 9-1-1 provided by Century Link to be down.

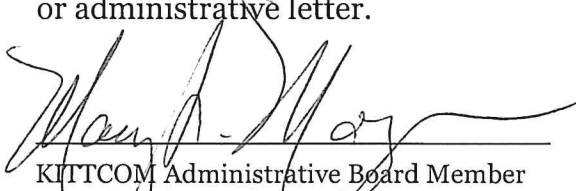
Re-approval of the February and March 2018 Meeting Minutes Recently, staff discovered errors in the Executive Session in regards to the “times” in/out of executive sessions. In front of the Board are the corrected documents. John Akers moved to approve the corrected meeting minutes, John Sinclair seconded, motion approved.

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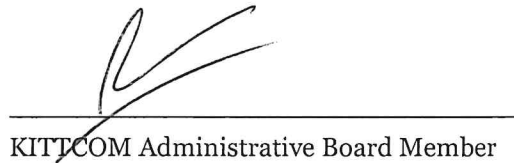
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Director's Report Darlene Mainwaring reported: 1. Staffing levels are down due to the resignations of trainee Johnson in May, Supervisor Shuey & trainee just off probation, Derrey in June. 2. two candidates completed the hiring process and will be starting in July. We also have at least 3 to test; 3. Due to current staffing needs it is recommended to use our State E911 funds to have GeoComm, the company contracted with ComTech who is providing the ESInet, to prepare KITTCOM's GIS data for NG911; 4. The Interlocal changes to include KVFR as a member of the KITTCOM Administrative Board and removal of FD8 from the interlocal agreement will be in front of the Board in the near future and 5. The State Auditor's Accountability Audit of KITTCOM yielded no findings or administrative letter.



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ATTEST: Board Secretary Darlene Mainwaring