

## **Kittitas County Administrative Board Meeting**

**Thursday, March 8, 2018**

**700 Elmview Rd, Ellensburg, WA 98926**

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

Guest: John Sinclair, KVFR.

Darlene Mainwaring, Bryan Clark & Bob Johnson, KITTCOM.

**Call to Order:** Chair Mary Morgan called the meeting to order at 1:35 pm.

**Approval of the Agenda:** Gene Dana moved to approve the agenda with corrections to include the corrected date of the meeting and the reason for the Executive Session, Glenn Huffman seconded, motion passed.

**Approval of the February 2018 Meeting Minutes:** Paul Jewell moved to approve the February 2018 Administrative Board Meeting Minutes, Geoff Scherer seconded, motion passed.

**Approval of the Blanket Vouchers for March 2018:** Darlene Mainwaring led discussion regarding the February 2018 payroll and March 2018 vouchers. February payroll benefit and deductions in the amount of \$52,297.75 (check numbers 023217 through 023325 and 023344 through 023355); and January direct deposits in the amount of \$56,092.58 (check numbers 023222 through 023236 and 023246 through 023262) and March vouchers in the amount of \$14,787.69 (check numbers 023356 through 023382). Gene Dana moved to approve March 2018 blanket vouchers and Rob Omans seconded, motion passed.

**Agreement between Kittitas County & KITTCOM for Reciprocal IT Hosting Services (Hosted Backup Solution):** Darlene Mainwaring led discussion regarding the agreement. In 2008, KITTCOM and Kittitas County began the process of a reciprocal IT Hosting, Hosted Backup Solution. At the time, Kittitas County initiated the process as they were in need of a backup solution. Now, KITTCOM is ready utilized the hosted backup solution placing our back up for Spillman Linux at the Kittitas County IT Data Center. Paul Jewell moved to approve for the Board Chair to sign the agreement, Geoff Scherer seconded, motion carried.

**Director's Report:** Darlene Mainwaring reported the following: 1. The Snoqualmie Pass Fire & Rescue (SPFR) agreement to include SPFR in our dispatch service area which began on March 21, 2017. Darlene reported on the processes both technical and operational and how they relate to the processes we have in place with surrounding county dispatch centers & Washington State, in which the processes are simpler. Through trial and error, staff have simplified the processes to notify King County resources and continue to learn more about the area and the differing needs of SPFR as we manage call processes. Unfortunately, our ongoing decreased staffing levels and the ongoing changes we worked through in the past year played a part in SPFR considering

*Kittcom Administrative Board Meeting Minutes*

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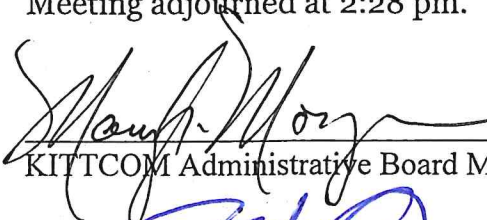
*March 8, 2018*


moving their dispatch back to Norcom. To date, SPFR has not provided a final decision; 2. No changes to the KITTCOM staffing; 3. The hiring process has yielded one individual in the background process and two individuals who would like to meet and discuss pursuing a dispatch career; 4. In regards to the 9-1-1 False Reporting issue, the subject was transferred to a facility in Shoreline, WA; and 5. The director will be at the 9-1-1 Coordinator's Forum the last week of March and is slated for jury duty in both March and April.

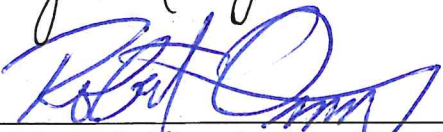
**Old Business:** Glenn Huffman addressed an issue which was discussed at a previous KITTCOM Administrative Board Meeting in regards to including Kittitas Valley Fire & Rescue (KVFR) in the Interlocal Agreement (ILA) with their own position on the KITTCOM Board rather than being a part of the Fire Districts and being in a rotation to be on the KITTCOM Board. KVFR is the third largest contributor among user agencies. KVFR has represented the fire districts for the last 3 rotations, and are currently representing Fire District 6 (Ronald). The City of Ellensburg is supportive of including KVFR as an additional position on the KITTCOM Board. The Board requested staff provide the governance information and data collection, as it makes sense to consider KVFR having their own position and how to best structure this within the ILA.

**Executive Session-Director's Evaluation:** At 2:12 pm, the Administrative Board went into executive session to discuss the Director's evaluation for 20 minutes. At 2:28 pm the Administrative Board ended the executive session.

Meeting adjourned at 2:28 pm.

  
KITTCOM Administrative Board Member

  
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ATTEST: Board Secretary Darlene Mainwaring



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**Approval of the Agenda:** Gene Dana moved to approve the agenda with corrections to include the corrected date of the meeting and the reason for the Executive Session, Glenn Huffman seconded, motion passed.

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**Kittcom Administrative Board Meeting Minutes**

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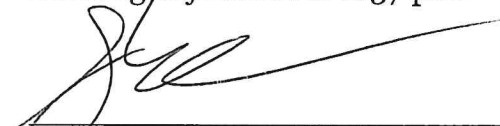
**March 8, 2018**

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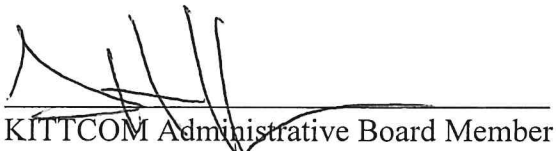
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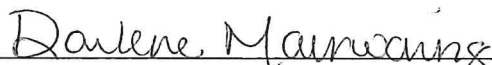
**Executive Session-Director's Evaluation:** At 2:22 pm, the Administrative Board went into executive session to discuss the Director's evaluation. At 2:32 pm the Administrative Board extended the executive session another 10 minutes. At 2:37 pm the Administrative Board ended the executive session.

Meeting adjourned at 2:37 pm.

  
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KITTCOM Administrative Board Member

  
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KITTCOM Administrative Board Member

  
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ATTEST: Board Secretary Darlene Mainwaring



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Darlene Mainwaring, Bryan Clark & Bob Johnson, KITTCOM.

**Call to Order:** Chair Mary Morgan called the meeting to order at 1:30 pm.

**Approval of the Agenda:** Glenn Huffman moved to approve the agenda with corrections to include the corrected date of the meeting and the reason for the Executive Session, Gene Dana seconded, motion passed.

**Approval of the January 2018 Meeting Minutes:** John Akers moved to approve the January 2018 Administrative Board Meeting Minutes, Geoff Scherer seconded, motion passed.

**Approval of the Blanket Vouchers for February 2018:** Darlene Mainwaring led discussion regarding the January 2018 payroll and February 2018 vouchers. January payroll benefit and deductions in the amount of \$49,501.39 (check numbers 023237 through 023245 and 023263 through 023274); and January direct deposits in the amount of \$56,092.58 (check numbers 023222 through 023236 and 023246 through 023262) and February vouchers in the amount of \$14,427.05 (check numbers 023275 through 023299). Gene Dana moved to approve February 2018 blanket vouchers and Glenn Huffman seconded, motion passed.

**Engineers Report:** Bob Johnson 1. Reported the summary he intended to provide the Board of what he referred to as the post-mortem to the Snoqualmie Pass Fire and Rescue discussion from the previous Administrative Board Meeting, in which SPFR is considering moving their dispatch back to Norcom, was not completed in time for the Director to review before presenting to the Board. At this time, we are still waiting for a decision by Snoqualmie Pass Fire and Rescue. Chief Wiseman has met with his Board of Fire Commissioners which now includes the 3 Commissioners from SPFR and the 3 Commissioners from Fire District 8 due to the merger which was effective January 1, 2018. The KITTCOM Board members discussed the impacts of the technology in place, the impact to the citizens if 9-1-1 calls are transferred back to King County, the delay in processing the call and dispatching responders which was the problem we were trying to resolve due to the history of delays in the Snoqualmie Pass area. The KITTCOM Board is cognizant of the responsibility KITTCOM has to ensure Hospital District 2 (upper Kittitas County) expectations are met as one of our User Agencies; and 2. In 36 months the Communications Engineer is up for retirement. In the interim the completion of a succession plan, clean up and documentation will be completed by staff.

*Kittcom Administrative Board Meeting Minutes*

*Page 2*

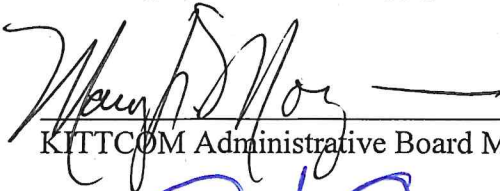
*February 8, 2018*

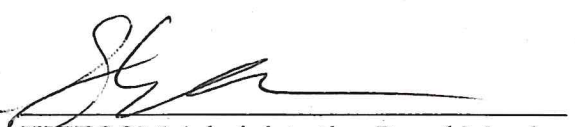
**Collective Bargaining Agreement 2018-2022:** Darlene Mainwaring reported the agreement in front of the Board includes everything agreed to by the Board at the September 2017 Administrative Board meeting. Glenn Huffman reported the negotiations team comprised of Mary Morgan, Gene Dana and himself wanted to make the agreement workable and did give a little. Glenn also reported we are still within salary & benefit comparison of Eastern Washington to recruit dispatchers. There was consideration made to work towards not “burning out” our employees and providing a compensation package to draw future employees. Gene Dana moved to approve for the Board Chair to sign the five year agreement, John Akers seconded, motion carried.


**Director’s Report:** Darlene Mainwaring reported the following: 1. Staffing levels have increased, we now have one additional Emergency Services Dispatcher in training and we are still down 3 positions. Staff will be pursuing the hiring process more aggressively in the next few weeks; 2. Staff continues to find resolution for the 9-1-1 false reporting issue isolated to one address regarding a specific individual. Staff has met with the user agencies involved, the Kittitas County Prosecutor’s Office and the Kittitas County Board of County Commissioners to consider possible solutions. Deputy Chief Rich Elliott of KVFR continues to pursue municipal and county code to address 9-1-1 false reporting for future problems; 3. Staff is currently working with the City of Ellensburg Finance Department to complete our 2017 year end paperwork and annual reporting to the State Auditor’s Office; 4. Staff recognizes the need to brainstorm succession planning for both the Director and Communications Engineer positions as they reach retirement in three years; and 5. Discussions regarding the future radio infrastructure funding will need to begin occurring as the target for replacement of the radio system is now between six to eight years away.

**Executive Session-Director’s Evaluation:** At 2:22 pm, the Administrative Board went into executive session to discuss the Director’s evaluation for 10 minutes. At 2:32 pm the Administrative Board extended the executive session another 10 minutes. At 2:37 pm the Administrative Board ended the executive session.

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