

## KITTCOM Administrative Board Meeting Minutes

November 8, 2018

700 Elmview Road, Ellensburg, WA

**Attendance:** Glenn Huffman, Kittitas Valley Fire & Rescue; Gene Dana & Cory Wright, Kittitas County; John Akers & Mary Morgan, City of Ellensburg; Geoff Scherer, Hospital District 2; and Rob Omans, City of Cle Elum

**Also in attendance:** John Sinclair, Kittitas Valley Fire & Rescue; Bob Johnson and Darlene Mainwaring, KITTCOM

**Called to order at:** 1:36 pm

**Approval of the Meeting Agenda:** Gene Dana moved to approve the agenda as presented, Glenn Huffman seconded, motion carried.

**Approval of the October 18, 2018 Meeting Minutes:** Geoff Scherer moved to approve the meeting minutes, Gene Dana seconded, motion carried.

**Approval of the Blanket Vouchers for November 2018:** Darlene Mainwaring led discussion in regards to the blanket vouchers. October payroll benefit and deductions in the amount of \$27,041.66 (check numbers 024061 through 024069 and 024088 through 024099); October direct deposits in the amount of \$64,830.82 (check numbers 024045 through 024060 and 02471 through 024124 and November 2018 vouchers in the amount of \$27,041.66 (check numbers 024100 and 024007 through 024070).

Cory Wright moved to approve the blanket voucher for November 2018, Gene Dana seconded, motion carried.

**Engineers Report:** Bob Johnson reported the following: 1. The ESInet transition created technical problems staff is working to resolve with the vendors involved. On October 30, 2018 West sent a tier 3 technician to KITTCOM to work through the list of problems. All but 1 problem was resolved. The unresolved problem which is still occurring involves the 911 calling party who calls to 9-1-1 can hear the KITTCOM call receiver however the KITTCOM call receiver cannot hear the calling party. It doesn't occur during all calls, not specific to a phone company or cellular carrier. KITTCOM has submitted multiple trouble tickets and is also in discussion with the State 9-1-1 office for resolution in the short term if this isn't resolved soon. KITTCOM Emergency Services Dispatchers are hypersensitive to the problem. John Sinclair asked if something needs to be put out to the media resources. Staff suggested not to as the ESDs are asking the caller to call back on 9-1-1 and the ESDs are also making outbound calls to the callers, treating it like a 9-1-1 hang up; 2. A recent incident at Kittitas Valley HealthCare involving Ellensburg Police Department patrol officers; when they tried to callout on their portables to request assistance, they were not heard on the LE Main radio channel. KVH is offering to assist/pay for infrastructure to expand the radio coverage within their building. Another incident involved a "stuck" microphone/open frequency problem on LE main for 8 minutes. Staff has investigated; unknown cause at this time; 3. Staff have been crafting an agreement with the County for fiber optics use. Jim Goeben with the county would like it sooner rather than later, may possibly be completed in November and may ask for a special Board Meeting to complete the process. 4. Difficulty completing the amendment with T-Mobile for tower lease cost increase, request Board approval to preauthorize the Board Chair to sign amendment when completed. ACTION: Glenn Huffman

moved to approve for the Board Chair to sign the amendment when completed, Gene Dana seconded, motion carried; 5. Reminded Board members of the need to consider long term capital expenditures, specifically the next generation radio infrastructure, which is now approximately 8 years out and would currently cost at least one million to complete. Our current system is being improved to continue stability. Mary Morgan stated she is concerned we are not being proactive. Bob stated it is incumbent on staff with a good plan. John Sinclair suggested a subcommittee be created to review and bring recommendations back to the Board and Agency / Department administration. December – February time frame would be easier to get a group together. John Akers asked if KITTCOM could consider Bonds as an option for funding; staff stated it is an option. Cory Wright stated public safety is important, it could be awkward to consider a 1/10 of 1 percent tax due to the other taxes that have been passed recently and are being asked for currently; and 6. The fall project to upgrade the radios has slowed down due to the 9-1-1 ESInet problems.

**Resolution 2018-5 (KITTCOM 2019 Budget):** Darlene Mainwaring led discussion in regards to the draft budgets requested at the October 2018 Administrative Board Meeting which included two options: 1. with a 3.15% or \$3.71 per radio log and 2. With a 5% or \$3.78 per radio log. Discussion involved considering the impact to the smaller agencies & use of cash for capital purchases/projects. Glenn Huffman moved to adopt draft budget, option 1, which includes the 3.15% increase per radio log (\$3.71 per radio log), John Akers seconded, motion carried.

**Nominations for 2019 KITTCOM Administrative Board Chair & Vice Chair:** Mary Morgan nominated Geoff Scherer to the position of Board Chair, Rob Omans seconded, discussion ensued to elect by acclamation, motion carried. Geoff Scherer nominated Glenn Huffman to the position of Vice Chair, Cory Wright seconded, discussion ensued to elect by acclamation, motion carried.

**Directors Report:** Darlene Mainwaring reported the following: 1. Distributed an accolade for staff for Board Members to review; 2. At this time, staffing is the same as October 2018; 3. Staff has been focusing on training the new hires; and 4. The Director will be at the Spillman (Motorola) Conference in Salt Lake City the week of November 12<sup>th</sup> and will be attending the E911 Advisory Committee Meeting on November 15, 2018.

**Meeting Adjourned:** Glenn Huffman moved to adjourn the meeting at 2:37 pm, John Akers seconded, motion carried.

KITTCOM Administrative Board Member

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ATTEST: Board Secretary Darlene Mainwaring