

KITTCOM Administrative Board Meeting Minutes

October 18, 2018

700 Elmview Rd, Ellensburg, WA

Attendance: Geoff Scherer, Hospital District 2; John Akers & Mary Morgan, City of Ellensburg; Rob Omans, City of Cle Elum; Gene Dana & Cory Wright, Kittitas County; & John Sinclair, Kittitas Valley Fire & Rescue. Kent Catlin, Fire District 6, guest. Bob Johnson & Darlene Mainwaring, KITTCOM.

Meeting called to order at: 12:03 pm

Approval of the Meeting Agenda Geoff Scherer moved to approve the agenda as presented, Gene Dana seconded, motion passed.

Approval of the September 13, 2018 Administrative Board Meeting Minutes Cory Wright moved to approve the meeting minutes as presented, Gene Dana seconded, motion passed.

Approval of the Blanket Vouchers for October 2018 Darlene Mainwaring led discussion in regards to the blanket vouchers. September payroll benefit and deductions in the amount of \$51,912.47 (check numbers 023969 through 023977 and 023994 through 024005); September direct deposits in the amount of \$67,603.57 (check numbers 023951 through 023968 and 023978 through 023993) and October 2018 vouchers in the amount of \$32,395.18 (check numbers 024006 and 024007 through 024044). Geoff Scherer moved to approve the September Blanket Vouchers, Gene Dana seconded, motion passed.

Engineers Report Bob Johnson reported on the following: 1. On October 2, 2018 in the early morning, KITTCOM completed the transition to ESInet (Emergency Services Internet Protocol Network) 2 for the Next Generation 9-1-1 statewide project. During the transition, KITTCOM rolled the E9-1-1 lines to the 10 digit phone lines and then moved the E9-1-1 lines to the ESInet 2. This process was completed with minimal problems, however, in the course of the transition, the technician broke the vendor and KITTCOMs access through the firewall disallowing remote access to our system. On October 4, 2018 just as the new day started, it was planned repair access through the firewall & it was only to take fifteen minutes. The repair didn't work correctly and caused further issues when the 9-1-1 lines were to be transferred back to E9-1-1. At approximately 2:40 am it was determined our 9-1-1 lines which had been transferred to our 10 digit phone lines would need to be transferred to another PSAP, Suncomm in Yakima graciously took our E9-1-1 calls until the repair was made, triaged the calls, then transferred to our business lines and provided brief information before disconnecting with us. At approximately 7:45 am, the problem was resolved and E9-1-1 lines were transferred back to KITTCOM and working correctly. This however generated a new set of intermittent problems with our 9-1-1 system which staff collected information and provided to the Engineer. We have open trouble tickets with the vendors involved & staff is considering escalating the problems to the phone vendor President

Gene Dana asked about the drone flights completed in September 2018. Bob reported the drone flights provided antenna radiation information in 3 dimensions, which helped identify the problem at the Craig's Hill radio antennas of "uplift." John Sinclair reminded everyone of the First Net project and the information available on the additional coverage (dark areas) plan on the First Net State Map which staff will review.

2. Bob reported on current Capital projects to include the FCC build out of nationwide interoperability and obtaining the Gizmo and other channels needed for radio projects. He also noted the upgrade to the Craig's Water tank is delayed to 2019. The project will be reevaluated for cost to include in 2019 Capital projects.
3. The Homeland Security Grant the Sheriff's Office submitted to update our 1999 access control & video is still pending. If we are not a recipient of the grant, the project will need to be funded locally; and 4. Other Capital items for consideration are the battery replacement at Sky Meadows, approximately \$42,000, the 3 remaining GPS clocks, approximately \$26-28,000, microwave system from here to Sky

Meadows to be replaced & the migration of the alternate phone lines from the Public Safety Building at 100 N Pearl in Ellensburg to KVFR Station 29 on Mountain View Ave, Ellensburg.

Resolution 2018-4: Kittcom Governing Agreement Amendment #2 Darlene Mainwaring lead discussion to outline the changes included in this amendment which includes removing Kittitas County Fire District 8 from the KITTCOM Interlocal as they have merged with Snoqualmie Pass Fire & Rescue, who is a contract agency with KITTCOM, not a member of the Interlocal and to add an eighth Administrative Board Member, Fire District 2 (Kittitas Valley Fire & Rescue). Gene Dana moved to adopt Resolution 2018-4 to remove Kittitas County Fire District 8 from the Interlocal and to add an eighth KITTCOM Administrative Board Member, Fire District 2 to the KITTCOM Administrative Board , Geoff Scherer seconded, Resolution 2018-4 adopted.

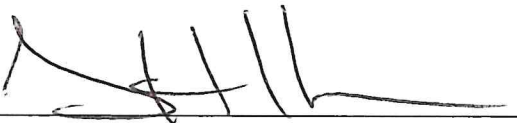
Draft KITTCOM 2019 Budget Darlene Mainwaring presented a draft 2019 budget to the Board, unchanged from the previous draft handed out at the September 2018 Administrative Board Meeting. She reported as of this week, the medical benefits have not increased. With this new information, she proposed adjusting the 2019 budget to remove the medical increases and to change the Salaries and Benefits to show the actual cost of staffing, with positions unstaffed. John Sinclair suggested not changing this information and to continue with the costs proposed. The cost of living shows a 3.1% increase from August to August. John Akers reported, the City Finance Department has completed analysis on the actual cost of the City completing financial process for KITTCOM, it far exceeds the \$5,000.00 per month, and is actually closer to \$56,000. John requested a meeting be scheduled to include KITTCOM, Finance Director Jerica Pascoe & himself to discuss. Darlene suggested charging the utility departments for their share of the radio log counts which have been tracked for several years during the budget process. John Akers agreed to include while determining revenue, Cory Wright agreed Kittitas County Public Works should also be included. After further discussion, the Board requested staff present two budgets with the proposed 3.15% increase to radio log costs and a 5% increase to radio log costs at the November meeting. Darlene also shared she will be reviewing other revenue, specifically SPFR & PUD and expenses to provide a complete budget for 2019 at the November meeting.

Directors Report Darlene Mainwaring reported: 1. In September, a trainee resigned from the training program, 3 trainees started on Tuesday, October 16, 2018, with the addition of the 3, we are down 2 with 4 in training. 2. The latest accolades for staff were passed around the room to the share with the Board members and 3. During the ESInet project, while working with Suncomm, they were easy to work with. After speaking with Director Coughenour, we will be completing a Memorandum of Understanding for any future need of transferring our calls another PSAP.

Meeting adjourned at 12:53 pm.



KITTCOM Administrative Board Member



KITTCOM Administrative Board Member



KITTCOM Administrative Board Member



ATTEST: Board Secretary Darlene Mainwaring