

KITTCOM Administrative Board Meeting Minutes

September 13, 2018

700 Elmview Rd, Ellensburg, WA

Attendance: John Sinclair, KVFR (FD2); Mary Morgan, City of Ellensburg; Rob Omans, City of Cle Elum; Cory Wright, Kittitas County; and Geoff Scherer, Hospital District 2 (by phone).

Bob Johnson & Darlene Mainwaring, KITTCOM.

Meeting called to order at: 1:31 pm

Approval of Meeting Agenda: Rob Omans moved to approve the agenda as presented, Cory Wright seconded, motion passed.

Approval of the August 9, 2018 Administrative Board Meeting Minutes: Cory Wright moved to approve, Geoff Scherer seconded, motion passed.

Approval of the September Blanket Vouchers: Darlene Mainwaring led discussion in regards to the blanket vouchers. August payroll benefit and deductions in the amount of \$50,704.32 (check numbers 023872 through 023880 and 023899 through 023910); and August direct deposits in the amount of \$64,578.33 (check numbers 023855 through 023871 and 023899 through 023910) and September 2018 vouchers in the amount of \$58,655.90 (check numbers 023786, 023787 and 023817 through 023854). John Sinclair moved to approve the September Blanket Vouchers, Geoff Scherer seconded, motion passed.

Engineers Report: Bob Johnson reported the following: 1. Drone flights were completed at radio sites. A few issues were discovered to include coax damage at the Stampede radio site, approximately 140 feet above ground and at Craig's Hill radio site, the antennas have uplift and will need to be replaced to provide better coverage at this radio site; 2. The fiber project with the county is on track as of today. Staff has asked both Ellensburg City Light and PUD for agreements in reference to the "pole contacts" with a total cost of under \$15,000.00. Staff requested Board consensus to obtain the agreements. 3. Staff will also be moving our infrastructure out of the Public Safety Building at 100 N Pearl Street, Ellensburg to KVFR at 40 East Mountain View Ave, Ellensburg due to the remodel work being completed at the Public Safety Building; 4. The agreement with King County at Stampede is still in the works; 5. Staff will begin completing radio work the first week of November and during this time the Law-Alt radio channel will be turned down except for in the Ellensburg area. This may begin as early as September 17th and no later than October 1st. It is scheduled to be back up on November 15th; and 6. Staff met with PUD to discuss updating their older radios as we are doing for KITTCOM's radio system. Over the years, KITTCOM hasn't charged PUD for hardware. Staff after talking with Matt Boast at PUD would like to have it provided as a service and include in the next agreement for dispatch services. Mary Morgan suggested we do not "give it away, do an honest value" and recover costs.

Draft Governing Agreement Amendment #2 Discussion: A draft copy of the Amendment in reference to removing Kittitas 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). Discussion regarding the process for alternate representatives and /or designees when the primary member of the Administrative Board cannot attend, staff will review and provide information and/or update the amendment as needed. Also requested the alternate name for Fire District 2, Kittitas Valley fire & Rescue, be added in the amendment. Staff will review and the amendment will be before the Board at the October 2018 Administrative Board Meeting.

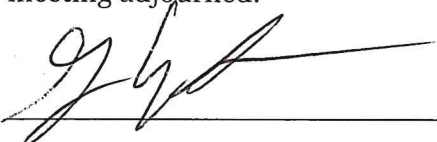
October Administrative Board Meeting Date/Time change: Due to the Director as part of the E911 Operations Contract, attendance at the E911 Coordinator's Forum the week of October 8-12, 2018,

staff request to move the meeting to the following week. Meeting moved to Thursday, October 18th at noon (a lunch meeting).

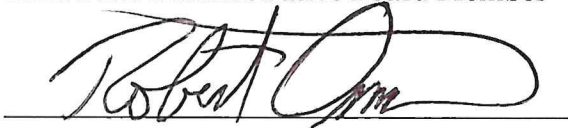
Good of the Order: Geoff Scherer reported Chief Wiseman with Snoqualmie Pass Fire and Rescue, has requested Hospital District 2 when responding to EMS incidents at Snoqualmie Pass between I 90 mile post 52 (approximately the county line with King county) and east to I 90 mile post 56 to include the geographical areas of SPFR jurisdiction on both sides of I-90 to switch to the 190 radio channel managed by Norcom, the communications center which handles the fire & EMS responses for King County agencies in the eastern area of King County. Included in the request is to have KITTCOM continue to take the 9-1-1 calls in this area, gather location, phone # and nature of call, then transfer to Norcom to manage. KITTCOM would dispatch Hospital District 2 and SPFR using KITTCOM Fire Page channel, then the responding units would all go to the Norcom managed channel. This request has many challenges for Kittitas County responders to include, but not limited to 1. the Mass Casualty Incident (MCI) plans within Kittitas County, 2. Hospital District; 2 not able to hear the dispatch updates to the incident until they are west from mile post 60 on I-90; 3. Working with Kittitas County law enforcement & other fire agencies within Kittitas County on joint incidents would include a delay in the information relay between Kittitas County agencies & 4. The caller(s) to 9-1-1 would initially be interrogated twice which would delay patient care. John Sinclair suggested Hospital District 2 decline the request and continue to manage Kittitas County incidents under KITTCOM and Kittitas County resources (which includes SPFR), to follow Kittitas County protocols & MCI plans. When the MCI plans are activated a county exhausts local/county resources before requesting mutual aid from another county. Further discussion included clarifications of the request.


Director's Report: Darlene Mainwaring reported the following: 1. A draft budget for 2019 was handed out to the Board Members in attendance. Currently there are several areas to be reviewed, including benefits (medical benefit increases are not provided until mid to end of October), trending revenue sources, updating agreement with PUD which ends on December 31, 2018, and there is no Capital spending included at this time. This draft proposes an 11 cent increase to radio logs; 2. At this time, nothing has changed in regards to staffing. We are still down 4 with hopes to hire two in October and 2 more first quarter of 2019; 3. Continue to experience complex incidents in our county, the ESDs do a great job managing them. & 4. The Director will be on vacation beginning September 20th and returning on October 1st.

Meeting Adjourned: Rob Omans moved to adjourn the meeting at 2:36 pm, Cory Wright seconded, meeting adjourned.


KITTCOM Administrative Board Member


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ATTEST: Board Secretary Darlene Mainwaring