

KITTCOM Administrative Board Meeting

December 12, 2019 at 1:30 pm

700 Elmview Rd, Ellensburg, WA

Attendance: Glenn Huffman, KVFR; Geoff Scherer, Hospital District 2; David Bertschi, Fire District 6; Darren Higashiyama & Cory Wright, Kittitas County & Mary Morgan, City of Ellensburg.

Also in attendance, Bob Johnson & Darlene Mainwaring, KITTCOM.

Rob Omans, City of Cle Elum & John Akers, City of Ellensburg notified the Director they wouldn't be in attendance.

Meeting Called to Order at 1:30 pm.

Approval of the Meeting Agenda: Mary Morgan moved to approve the agenda as presented, Cory Wright seconded, agenda approved.

Approval of the November 14, 2019 Meeting Minutes: Mary Morgan moved to approve the meeting minutes as presented, Glenn Huffman seconded, motion carried.

Approval of the Blanket Vouchers for December 2019: Darlene Mainwaring led discussion regarding the December Vouchers. Payroll Benefits & Deductions in the amount of \$67,661.46 (check numbers 025724 through 025824 & 025305 through 025318); Payroll Direct Deposit in the amount of \$67,786.88 (check numbers (025255 through 025273 & 025285 through 025304); Claims Funds in the amount of \$42,304.73 (check numbers 025319 through 025359). Cory Wright moved to approve the vouchers as presented, Glenn Huffman seconded, motion carried.

Engineers Report: Bob Johnson reported the following: 1. Future of the HVAC systems. Recently, the compressor died which covers the communications area. The system has been set to use electric heat as the primary source. Restoration needs to be completed before cooling is needed in the spring, which provides time to determine the best solution moving forward. The repair cost of the compressor is \$5,000.00 and will not solve the ongoing problem of blowing cold air onto the dispatchers during the defrost cycle. The electric heat was designed for emergency and boost, was not designed to keep up with heating if less than approximately 30 degrees Fahrenheit. Options are to repair (5K) or replace with something similar, approximately \$16,000 or migrate to a different design. Staff would like the Board to consider hiring an HVAC consultant to guide KITTCOM through the initial review and to assist with a planning resolution and migration, cost would be approximately \$5,000.00. The consultant would be on site to study and understand the current system, then prepare a recommendation document with options for the future of the HVAC. Discussion ensued among the Board members to include other options and considerations. Cory Wright suggested the study should be done and to consider power savings.

ACTION: Mary Morgan moved to hire a consultant to evaluate the heating system, not to exceed \$5,000.00, Cory Wright seconded, motion approved. 2. The approval of the increased part-time communications tech funds and hiring Randy Thomas, allowed staff to reach substantial completion on the radio replacement project; 3. Consideration for a Master Service Agreement with Consolidated Communications, this will allow for route diversity at 1 cent per foot. Mary Morgan commented staff should read the agreement "line by line" with great caution and 4. Replacement of the business phone system is underway.

KITTCOM

December 12, 2019

Administrative Board Meeting, continued

Resolution 2019-6 (Surplus Property): Mary Morgan moved to adopt Resolution 2019-6 to surplus property, Darren Higashiyama seconded, Resolution 2019-6 adopted.

Resolution 2019-5 (2019 Budget Amend 2): Darlene Mainwaring led discussion regarding the budget resolution, to include there are no changes to the bottom line, this resolution was only to move funds where needed. Mary Morgan moved to adopt Resolution 2019-5 to adjust the fund balances of the operations portion of the budget, Glenn Huffman seconded, Resolution 2019-5 adopted.

Snoqualmie Pass Fire & Rescue (SPFR) Agreement: Darlene Mainwaring reported the agreement with SPFR would be in front of the SPFR Board on Wednesday, December 18, 2019. If the SPFR Board has no major issues with the agreement, would like the Board to approve for Chair Geoff Scherer to sign the agreement once SPFR has signed & returned it. Mary Morgan moved to allow Chair Geoff Scherer to sign the agreement once SPFR has signed it, Glenn Huffman seconded, motion carried.


Lease Addendum with Kittitas County: Darlene Mainwaring led discussion noting there was an issue with the wording of a section on page 2, C. Kittitas County Public Works Director, Mark Cook agreed, and had asked to 'strike' the section, date & initial. After further review among the Board, Cory Wright the agreement wasn't as expected and he would meet with Public Works to prepare a new document. At this time, the Board tabled the topic.

Interlocal with City Finance for Accounting Services: Darlene Mainwaring led discussion, noting the agreement did not include the agreed upon Appendix B to this agreement specifying the method for cost allocation. At this time, the Board tabled the topic.

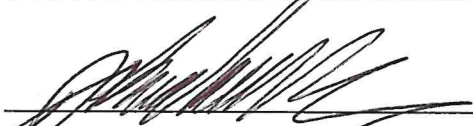
Election of 2020 Board Chair and Vice Chair: At the November 2019 meeting, Geoff Scherer was nominated for Chair and Mary Morgan was nominated for Vice Chair. With no further nominations before the Board, Glenn Huffman moved to elect Geoff Scherer for the position of Chair and Mary Morgan for the position of Vice Chair, David Bertschi seconded, motion carried.

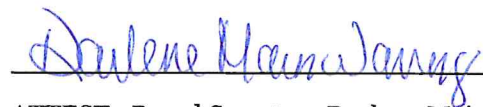
Director's Report: Darlene Mainwaring reported the following: 1. Staffing remains the same with one individual who has almost completed the hiring process, 2 in backgrounds and 2 to test; 2. Staff is working on the third person call-receiver pilot project; 3. Staff is having a small Christmas Party and 4. Working through ongoing process changes & the procedures are approximately two-thirds completed with updates.

Meeting Adjourned at 2:16 pm.


KITTCOM Administrative Board Member


KITTCOM Administrative Board Member


KITTCOM Administrative Board Member


ATTEST: Board Secretary Darlene Mainwaring

