

KITTCOM Administrative Board Meeting Minutes

Thursday, February 14, 2019

700 Elmview Rd, Ellensburg, WA

Attendance: John Sinclair, Kittitas Valley Fire & Rescue; Geoff Scherer, Hospital District 2; Rob Omans, City of Cle Elum; Gene Dana, Kittitas County; Mary Morgan, City of Ellensburg.

Bob Johnson & Darlene Mainwaring, KITTCOM.

Call to Order at 1:39 pm

Approval of the Meeting Agenda: Mary Morgan move to approve the meeting agenda as presented, John Sinclair seconded, motion carried.

Approval of the January 10, 2019 Meeting Minutes: Mary Morgan moved to approve the January 10, 2019 meeting minutes as presented, John Sinclair seconded, motion carried.

Approval of the February 2019 Blanket Vouchers: Payroll Benefit & Deduction in the amount of \$54,449.69 (Check Numbers 24328 through 24338 and 24357 through 24368; Payroll Direct Deposit in the amount of \$67,216.17 (check numbers 24309 through 24327 and 24339 through 24356); and Claims Fund in the amount of \$44,229.70 (check numbers 24369 through 24408)

John Sinclair moved to approve the February 2019 blanket vouchers, Mary seconded, motion carried.

Engineers Report: Bob Johnson reported the following: 1. The WSP trade for services agreement will be in front of the Board at the March 2019 meeting; 2. Continue to prepare to replace the Uninterrupted Power Supply (UPS) as it is at "end of life"; 3. Law Main radio channel has a "chopping" noise during transmissions, it is intermittent, staff is working to identify the problem; and 4. The Ellensburg Public Works repeater will be moved from the Public Safety building at 100 N Pearl, Ellensburg a head of the start of the remodel of the building.

Facility Use Agreement with KVFR: Bob Johnson reported this agreement allows for KITTCOMs use of space on a rack in the server/network room at KVFR, to meet Consolidated Communications (formerly Fairpoint) and provide geodiversity. Rob Omans moved to approve the agreement, Gene Dana seconded, John Sinclair abstained, motion carried.

Agreement with Kittitas County for Reciprocal Fiber Optic and Information Technology Transport Collaboration: Bob Johnson reported this agreement will allow for more capacity within the county, to include areas such as Vantage, Cle Elum and Hyak (Snoqualmie Pass) which we haven't been able to reach in the past, as well as "spurs" where we need them. There will be four phases, the first two will be completed in 2019. The upfront cost is approximately \$11,000.00, the annual recurring cost will be \$1,700.00. John Sinclair asked what happened to the \$5,000.00 cost of including the cable in the vault and the public safety connection would be free which was discussed when KVFR was constructing the building. Bob Johnson stated during construction, someone changed the plans and redlined the fiber. Zayo did however build to the east pole at the KVFR location on Mountain View Avenue. John Sinclair moved to approve the agreement, Mary Morgan seconded, motion carried.

Agreement with Colville Tribal for Communication Engineer Johnson's LifeLine 100 (9-1-1) Phone System Expertise: Darlene Mainwaring reported the State E911 office requested Communication Engineer Johnson's expertise with the Lifeline 100 phone system to assist them with moving Colville Tribal off the old system onto the new 911 system. During the process of determining the cost of the Communications Engineer to assist and setting up for payment, the agreement included in the Board Package was requested, this agreement includes language we would not be able to agree to. Once this was brought to Colville Tribes attention, they opted for a different method of ensuring payment to KITTCOM for the exigent circumstances to move to the new 911 system. The underlying issue which causes moving them to the new 911 system is the cost per month the State E911 will incur if they are not moved would be extremely high. Bob Johnson discussed with the Board the technical issues involved. **ACTION:** Mary Morgan moved to go forward with allowing Communications Engineer Johnson to assist Colville Tribal, John Sinclair second, motion carried.

Amendment #4 of the Snoqualmie pass Fire & Rescue Agreement: Darlene Mainwaring led discussion in regards to the Amendment which includes the change in fees for SPFR in 2018 and the operational changes in the Memorandum of Understanding between SPFR, HD2 & KITTCOM. John Sinclair moved to approve for the Director to sign the Amendment once SPFR has presented to their Commissioners, Gene Dana seconded, motion carried.

Vacation Payout for Emergency Services Dispatchers (ESDs) who are over the Maximum Threshold Due to Staffing Issues since Summer of 2016: Darlene Mainwaring led discussion regarding the proposal to pay out the staff members who are over the 240 hour threshold of vacation. The proposal is two steps to payout the ESDs who are over 300 hours at this time at their current hourly rate in the February 16-28, 2019 payroll period, in December 2019, re-evaluate leave balances and pay out all ESDs with more than the 240 hours of vacation in the December 1-15 payroll period. Director and Board members agreed this should have been evaluated in December 2018 and paid in 2018.

Director's Report: Darlene Mainwaring reported the following: 1. Staff has been working through the 2018 end of year financial process with the City of Ellensburg Finance Department; 2. Staff continues working through the operational changes from the MOU between SPFR, HD2 and KITTCOM; 3. The week of February 19, 2019, we will be testing 6 applicants for Emergency Services Dispatcher with a target start date of late spring; 4. The trainees are progressing well; 5. During the Active Shooter event at CWU, KITTCOM had all six positions staffed; 9-1-1 public education materials are available for distribution; and 7. Staff have been taking opportunities to participate in online training to include Dispatch Stress through the Department of Health and we have 3 attending the Procedures course in March.

Meeting adjourned at 2:22 pm.



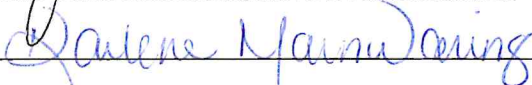
KITTCOM Administrative Board Member



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ATTEST: Board Secretary Darlene Mainwaring