

## KITTCOM Administrative Board Meeting Minutes

January 10, 2019

700 Elmview Road, Ellensburg, WA

**Attendance:** Mary Morgan, City of Ellensburg; Kent Catlin, Kittitas County Fire District 6; Geoff Scherer, Kittitas County Hospital District 2; Glenn Huffman, Kittitas Valley fire & Rescue; Rob Omans, City of Cle Elum and Cory Wright, Kittitas County.

**Meeting Called to Order at 1:30 pm.**

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

**Approval of the Meeting Minutes:** Mary Morgan moved to approve the December 13, 2018 meeting minutes as presented, Rob Omans seconded, motion carried.

**Approval of the Blanket Vouchers for December 2018 year end and January 2019:** Darlene Mainwaring led discussion regarding the blanket vouchers. Claims Fund for December 2018 end of year & January 2019 in the amount of \$31,725.47 (check numbers 024244 through 24263 and 024295 through 24307). Payroll Benefit and Deductions for December 2018 in the amount of \$55,703.12 (check numbers 024253 through 024243 and 024283 through 024294) and Payroll Direct Deposits for December 2018 in the amount of \$69,071.88 (check numbers 024216 through 024232 and 024264 through 024282). Glenn Huffman moved to approve the blanket vouchers as presented, Mary Morgan seconded, motion carried.

**Engineer's Report:** Bob Johnson reported the following: 1. The State wide 9-1-1 outage on December 27 & 28, 2018 caused by Century Link was caused by an underlying layer of the 9-1-1 system that prevented calls from leaving the Central Office. Bob also reported the SS7 (Signaling System 7) in which 7 is just the version of the Signaling System being used broke the transport of the data stream. Previous to the changes to IP (Internet Protocol) we were on an analog system which was very stable; During the outage the public was directed to call on our business lines. After the outage, KITTCOM 911 call log information from the local telephone companies, Inland Telephone (Roslyn & Ronald), Atlas (Suncadia) and Consolidated Communications (lower Kittitas County). Of the 9-1-1 calls logged during the outage, there were 3 calls of which all 3 were able to contact KITTCOM for their reports within in minutes of calling 911. The State 9-1-1 Office is requesting the information from Century Link which includes Cle Elum, rural Cle Elum, Easton & Snoqualmie Pass, so for any calls made to 9-1-1 during the outage in this area, we have no knowledge of at this time or an anticipated date to receive the information. 2. Continue to work on the Fiber Optic Agreement with Kittitas County and the agreement with Kittitas Valley Fire & Rescue (KVFR) for the meet point at KVFR; 3. Working with Fire District 7 (rural Cle Elum) on the Liberty area paging, currently when paging in this area, the page audio is repeated and heard in the Communications area seconds later which is distracting to the Emergency Services Dispatchers while managing phone and radio traffic; and 4. The carpet has been replaced in the Communication area and Director's office.

**Snoqualmie Pass Fire & Rescue (SPFR) Changes to Dispatch** Darlene Mainwaring reported on Friday, December 21, 2018 at 4:43 pm Director Tom Orr of NORCOM (dispatch for the fire and EMS in the east King County area which includes Snoqualmie Pass) sent an email

which SPFR was included in the distribution. The email included a draft "Notice to PSAPs" to change which dispatch center was to manage the call receiving & dispatch at Snoqualmie Pass on behalf of SPFR. The KITTCOM Director was on days off and on holidays until December 26, 2018 when she logged in and opened the email. KITTCOM responded to the email with "KITTCOM is reviewing and will respond soon." The draft Notice to PSAPs included in the email specified NORCOM taking calls and dispatching EMS in Kittitas County.

At this point we reviewed the draft and corrected based on our last conversations with SPFR and NORCOM in the September / October 2018 time frame in which KITTCOM would be managing the EMS incidents in Kittitas County from the King County line, east to mile post 56 on Interstate 90 and the geographical areas north and south of the interstate. We sent the 2<sup>nd</sup> draft of the "Notice to PSAPs" on 12/27/2018 at 10:14 am. Once this was sent, there was a phone conversation with Chief Wiseman and emails with questions and concerns among the group included in the distribution. On Thursday, December 27, 2018 at 1:42 pm I sent an email which stated "As I watch this timeline working against the upcoming holiday and vacation schedules, could we push this to January 15, 2019? While I have much of this in place, there are a few details which need to be sorted out to make this a smooth transition rather than a rushed transition. Thanks for your consideration."

In an email from Chief Wiseman, dated December 27, 2018 at 8:30 pm stated "This will be done at 4 a.m. on Tuesday, January 1, 2019. If it is not KITTCOM's intent to follow through with the above request I need to know in writing by close of business on Friday December 28, 2018." After separate phone conversations with the Board Co Chair, Board Chair and Board Representatives Gene Dana & John Sinclair, KITTCOM sent a letter to Chief Wiseman via email, signed by Board Chair, Mary Morgan, which stated KITTCOM would not be able to accommodate the January 1, 2019 date to make the changes, with clearly stated reasons for delaying and a request to meet with Chief Wiseman to discuss the request and concerns we foresee.

On December 31, 2018 at 12:12 pm, Director Tom Orr sent an email which included a letter to KITTCOM which was unprofessional, included accusations which were not supported and threatened legal action. The letter also stated they were going to continue with the change on January 1, 2019. This email was opened on January 2, 2019 by the director, who then scheduled to meet with 2019 Board Chair Geoff Scherer and Vice Chair Glenn Huffman to draft a procedure to move forward. KITTCOM also reached out to the Kittitas County Civil Prosecutor assigned to KITTCOM. On January 4, 2019, the KITTCOM Director met with CPA Stephanie Hartung and a letter in response to Director Orr's was drafted and sent on January 4, 2019 at 5:42 pm.

On Tuesday, January 8<sup>th</sup>, 2018 a meeting was scheduled and included Chief Wiseman with SPFR, Deputy Chief Burke with Eastside Fire & Rescue, Geoff Scherer with Kittitas County Hospital District 2, Glenn Huffman with Kittitas Valley Fire & Rescue, Stephanie Hartung, Kittitas County Prosecutor's Office, Cheryl Burrows with Kittitas County EMS & Darlene Mainwaring, KITTCOM. The meeting included communication, cooperation and collaboration to move forward in the best interest of patient care. The result of the meeting was for SPFR, HD2 & KITTCOM to develop a collaborative Memorandum of Understanding to implement the processes to deliver the services, to include process details, tabletop training, technological access for both communication center staff to view each communication centers active calls for SPFR & a trial period of six months. The MOU is currently being worked on anticipating making changes with the target date of January




15, 2019. The last letter from Director Tom Orr and KITTCOMs response were presented to the Board Members during the meeting for their review.

Between the September/October 2018 meetings and December 21, 2018, SPFR did not notify KITTCOM in writing of the intended changes, our first notification was the email sent by NORCOM Director Tom Orr on December 21, 2018.

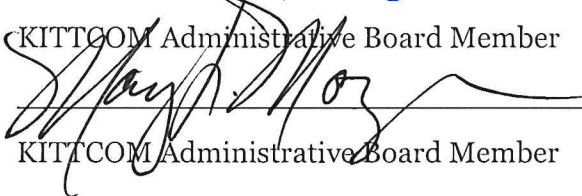
**SPFR Request to Reduce 2019 KITTCOM Fees** At the December 2018 Administrative Board Meeting, as a Good of the Order topic, Glenn Huffman reported, Chief Jay Wiseman of Snoqualmie Pass Fire had a discussion with him requesting the 2019 SPFR fees for KITTCOM be decreased as he was planning to move a large portion of his dispatch to NORCOM. Staff was directed to gather data in regards to the geographical areas dispatched for, number of radio logs total number of incidents and any other data to assist with making a decision to decrease SPFRs KITTCOM fees for 2019. Staff collected data regarding the total # of incidents and separated it in 3 geographical areas, provided the 2017, 2018 and 2019 fees and how they were determined and a proposal for SPFR assessment looking at the percentage of calls in each geographical area with breakdowns of cost if only paying 60% or 75% of fees. Board members present discussed several options to include: no adjustment, geographical proposal for assessment & the suggestion by Chief Wiseman that SPFR shouldn't have paid the first year as KITTCOM projects the next year fees on the past years data. After much discussion, it was proposed to have them pay \$18,959.37 which is the 2019 fee of \$27,201.12 less the 2017 fee, \$8,241.75. Rob Omans moved to approve to change the SPFR fees for 2019 from \$27,201.12 to \$18,959.37, Mary Morgan seconded. During discussion, Mary Morgan suggested the inclusion of a 10% penalty per radio log if SPFR goes over the radio log count associated to the \$18,959.37. Mary amended her motion, Rob agreed to the amended motion, Cory Wright seconded, motion carried. An amendment to the SPFR agreement will be forthcoming at a future Administrative Board meeting to include the fee change for 2019 and the changes to dispatch for SPFR.

**Director's Report:** Darlene Mainwaring reported the following: 1. The Director attended the Behavioral Health Forum last night; 2. Staff will prepare a vacation payout proposal for Emergency Services Dispatchers who are over the 240 hours to present to the Board; 3. Three of our trainers will be attending a Certified Training Officer course the end of the month; 4. KITTCOM is hosting a Policy & Procedure Course in March; 5. The ESDs who worked the I 90 multivehicle collision with fatality the early morning of Friday, January 4, 2019 have received many accolades for their great work; 6. The Director will be assisting Hospital District 2 with interviews; and 7. The Director will be on vacation January 17-23, 2019 and return to the office on January 24<sup>th</sup>.

Meeting adjourned at 2:54 pm.



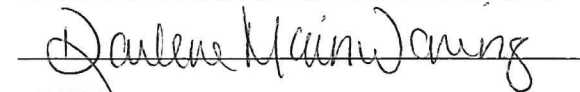
KITTCOM Administrative Board Member



KITTCOM Administrative Board Member



KITTCOM Administrative Board Member



ATTEST: Board Secretary Darlene Mainwaring