

## **KITTCOM Administrative Meeting**

**July 11, 2019**

**700 Elmview Rd, Ellensburg, WA**

**Attendance:** Glenn Huffman, Kittitas Valley Fire & Rescue; Darren Higashiyama, Kittitas County; Mary Morgan & John Akers, City of Ellensburg; Geoff Scherer, Hospital District 2; guest, John Sinclair, Kittitas Valley Fire & Rescue; Bob Johnson & Darlene Mainwaring, KITTCOM.

**Called to order at: 1:30 pm**

**Approval of the Meeting Agenda:** Glenn Huffman moved to approve the agenda as presented, John Akers, second, motion carried.

**Approval of the June 13, 2019 Meeting Minutes:** Glenn Huffman moved to approve the June 13, 2019 meeting minutes as presented, Darren Higashiyama seconded, motion carried.

**Approval of the July 2019 Vouchers:** Darlene Mainwaring led discussion regarding the blanket vouchers. Claims Fund in the amount of \$39,903.35 (check numbers 024800 through 024838); Payroll Direct Deposit in the amount of \$66,370.36 (check numbers 024743 through 024759 and 024769 through 024787); and Payroll Benefit & Deduction in the Amount of \$52,479.48 (check numbers 024760 through 024668 and 024788 through 024799). Mary Morgan moved to approve the vouchers, Glenn Huffman seconded, motion carried.

**Engineers Report:** Bob Johnson reported the following: 1. PSERN project lease is close to being signed; 2. The UPS (Uninterrupted Power Supply) cutover went smoothly; 3. Currently working on the Ellensburg Public Works radio migration; 4. Staff are preparing for the radio system upgrade; and 5. Added 3 part-time communication technicians to our staff to assist with projects

**Staffing/Hiring:** As of today, we continue with 9 employees covering shifts. We have 1 in training, start date was June 17, 2019, we have a trainee returning who starts on July 29, 2019, 3 in the hiring process and we continue to complete hiring processes. The testing session on June 22 yielded 2 additional candidates, bringing us to 3. The testing session on July 10, 2019 yielded no candidates. We are currently using the Indeed Job search process and have it narrowed down to approximately 70 individuals from over 400 to invite to test the end of July. Mary Morgan suggested using ZipRecruiter, which is another job search process used via the internet. At this time we have 4 MACC (Grant County Dispatchers) offering to assist part-time, and 4 Hospital District 2 employees assisting with 3<sup>rd</sup> person under the Mutual Aid option. Staff is considering offering non-mandatory overtime coverage 2 additional days a week and if no KITTCOM staff sign up for the overtime, the MACC or HD2 staff can fill in if available.

**Meeting with Neighboring Counties:** Darlene Mainwaring recently attended the E911 Coordinator's Forum and met with Suncomm (Yakima), RiverComm (Chelan & Douglas Counties) and SECOMM (Franklin & Benton Counties) coordinators to discuss the ongoing problem with staffing we are all experiencing. The discussion included coordinating a second meeting in Ellensburg to include our Board Members, other public safety agencies and the directors. The meeting is scheduled for the end of July and we are finalizing the date. Discussion will include short and long term strategies.

**Statelink 2.0 Upgrade:** Darlene Mainwaring led discussion in regards to the Statelink 2.0 Upgrade which is the module of software within the records management system Motorola FLEX (formerly known as Spillman) used to retrieve Criminal Justice Data through the Washington State Patrol ACCESS system. 2 years ago, WSP notified all agencies who use ACCESS they would need to update their system to a new method of connectivity by June 30, 2019. This change had to be completed within the records management system, FLEX, which is now owned by Motorola. The upgrade project was delayed and Motorola opted to complete a rewrite of the module, however didn't effectively start the project until the end of 2018. As the project was unfolding, there were many problems while in BETA, that continue today since the upgrade. There were many delays and our pre-July upgrade was scheduled for June 27<sup>th</sup>, 2019, it was then cancelled by Motorola for the following week, July 2<sup>nd</sup>, 2019 going into the 4<sup>th</sup> of July holiday weekend. This upgrade is not progress, it is regression from the functionality in the previous Statelink 1.0 module. Staff alongside other Washington State Motorola software customers are making sure we are delivering the same message regarding our frustration with an upgrade that is hindering our end-users.

**Director's Report:** Darlene Mainwaring reported 1. The ESD (Emergency Services Dispatcher) on Labor & Industries (L&I) did not turn in her L&I pay checks while claiming L&I and may owe KITTCOM. She had been on time loss per the Labor Contract (we kept her whole until her leave ran out). As of June 17, 2019 she has moved to other employment. Board concurred we need to pursue the amount she owes KITTCOM. 2. The Director will be attending the E911 Advisory Committee meeting next week, 3. The High Fuels Fire plan is in place and the conference calls have begun once a week, and 4. The director will be out of the state July 13 – 15, 2019.

**Executive Session regarding Public Employee Performance:** the Board went into Executive Session at 2:05 pm for 15 minutes. At 2:20 pm the Board announced they would be in Executive Session for 10 more minutes. AT 2:30 pm, the Board announced they would be in Executive Session for 10 more minutes. AT 2:40 pm, the Board announced they would be in Executive Session for 5 more minutes. At 2:45, the Board resumed the open meeting.

**ACTION:** Glenn Huffman moved to ask the City of Ellensburg Human Resources Department to complete a 360 performance evaluation on KITTCOM, Mary Morgan seconded. During discussion, John Akers suggested the focus be on the interaction between staff and the director, director and staff of KITTCOM with user agencies. Motion carried.

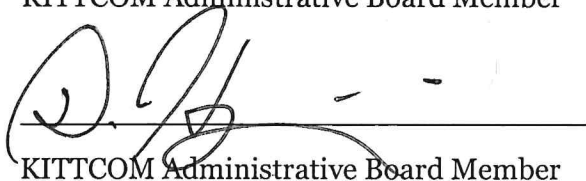
At 2:47 Mary moved to adjourn the meeting, Glenn Huffman seconded, motion carried.



KITTCOM Administrative Board Member



KITTCOM Administrative Board Member



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ATTEST: Board Secretary Darlene Mainwaring