

KITTCOM Administrative Board Meeting Minutes

November 14, 2019

700 Elmview Rd, Ellensburg, WA

Attendance: Geoff Scherer, Kittitas County Hospital District 2; Glenn Huffman, Kittitas Valley Fire & Rescue; Rob Omans, City of Cle Elum; Mary Morgan, City of Ellensburg; Cory Wright, Kittitas County; and Bob Johnson & Darlene Mainwaring, KITTCOM.

Prior notice of not attending from: John Akers, City of Ellensburg; David Bertschi, Kittitas County Fire District 6 and Clay Myers, Kittitas County.

Meeting called to order at 1:32 pm.

Approval of the November 14, 2019 Meeting Agenda: Darlene Mainwaring reported there were no changes to the Agenda. Mary Morgan moved to approve the meeting agenda as presented, Glenn Huffman, seconded, motion carried.

Approval of the October 10, 2019 Meeting Minutes:

Approval of the October & November 2019 Blanket Vouchers: Darlene Mainwaring led discussion regarding the October 2019 Vouchers, Payroll Benefit & Deductions in the amount of \$56,576.24 (check numbers 025069 through 025077 and 025099 through 025111); payroll direct deposit in the amount of \$75,950.77 (check numbers 025045 through 025068 and 25099 through 025111), claims funds in the amount of \$30,987.66 (check numbers 025112 through 025153)

November 2019 Vouchers, Payroll Benefit & Deductions in the amount of \$70,292.89 (check numbers 025176 through 025184 and 025206 through 025221); payroll direct deposit in the amount of \$76,040.65 (check numbers 025154 through 025175 and 025186 through 025205) and claims funds in the amount of \$35,087.40 (check numbers 25185 and 25222 through 25253)

Engineer's Report: Bob Johnson reported the following: 1. Since February, he has not been able to account for 2 older laptops in the same bag, there is no data breach and no value to either laptop, they were used to program radios, staff continues to search for them. Mary Morgan requested the laptops be designated as lost surplus; 2. Ongoing discussion over the years how to manage 9-1-1 phone calls if the system breaks or all are lines are being used. We currently go to a "fast busy" which lets callers know they have made the call but the lines are busy rather than a continuous ring and not being answered. With the migration to Next Generation (NG9-1-1) it has been requested for cellular sites to go to a seven (7) digit line. Historically to date, cellular sites have been routed by sectors, in the NG9-1-1 world, the mapping has "fence lines" along state routes and interstates, moving forward we will have further discussions to change our practices; 3. In regards to capital projects, several of the 2019 projects have been completed or will be completed, there may be a few to carry-over into 2020. Glenn Huffman commented in the past budgets, there has been the same capital project for several years and has not been completed, he would prefer projects which will be completed on the list for 2020. Bob reported the project at Craig's Hill which has been carried-over involves antenna mountings which are not broken but need to be re-addressed in how they are mounted to the water tank, there are possible new solutions which may be less expensive. The parking lot maintenance included a late start on the project and the vendor wasn't available to complete in the time frame requested. For 2020 projects we will need to evaluate the HVAC needs in regards to the cold air issue in the communications center, do we move towards all electric or a hydroponic process; 4. Due to

underspending capital projects, we have the opportunity to purchase additional radio equipment from Whitman County and complete the business telephone system upgrade which is not a part of the 9-1-1 phones; and 5. Finishing the third party users of the radio system document to present to the Board for final approval.

Resolution 2019-3 (2020 Budget): Darlene Mainwaring led discussion regarding the 2020 Budget, at this time the budget only covers the operational costs. The Budget Committee of Geoff Scherer & Rob Omans (Glenn Huffman was out of state) met with the director on November 6, 2019. The group discussed the Capital Projects and consideration to review the cash balances as we end the year and more in-depth review of the proposed capital projects and succession planning for the Director and Communications Engineer. The overall increase per radio log for the Agency Assessments is 6%. 2019 cost per radio log was 3.71 cents, 2020 proposed cost per radio log is \$3.94 cents. The group recommends monitoring the revenues expected for 2019 and determining the 2020 capital projects based on the cash available going into 2020 and to approve the 2020 budget as presented to cover the operational costs for 2020. This proposal means staff will prepare a budget amendment in early 2020 for capital projects. Mary moved to adopt resolution 2019-3 as presented Cory Wright seconded, resolution 2019-3 adopted.

2020 Capital Projects: Darlene Mainwaring reported there are several proposed capital projects to include the Security System Upgrade to include access control and cameras at the 700 Elmview Road location, the engineer estimates the cost will be approximately \$90,000.00; Fence and gate at 700 Elmview Rd, approximately \$30,000.00 if the entire lot was fenced and gated; carryover the Craig's Hill Project in the amount of \$36,000.00; and hire a consultant to develop a plan to pursue the 1/10 of 1% Emergency Communications Tax for the next generation radio project in 5-6 years. Other projects to consider which may/may not be capital projects include: completion of carpet replacement; chair replacement/upgrade; update the breakroom lockers & chairs; succession plan for hiring the next Director and succession plan for Communications Engineer.

Resolution 2019-4 (Surplus Property): Bob Johnson reported the items are of no value to KITTCOM and the majority of the items are to be surplus to Amateur Radio Emergency Service (ARES) organization who serve our citizens & two items will be abandoned in place at the Snoqualmie PUD Tank site in Snoqualmie Pass, WA. Mary Morgan moved to adopt Resolution 2019-4, Rob Omans seconded, Resolution 2019-4 adopted.

Nominations for Board Chair & Vice Chair: Nomination for Chair and Vice Chair were Geoff Scherer and Mary Morgan, nominations closed.

Director's Report: Darlene Mainwaring reported the following: 1. The property lease for 700 Elmview Rd is still pending; 2. The Snoqualmie Pass Fire and Rescue (SPFR) agreement ends on December 31, 2019, staff is working with SPFR to renegotiate an new agreement; 3. The GIS Analyst hiring is progressing; 4. In regards to the hiring process, we currently have 2 in the background process, 1 to move forward in the background process and 1 to interview; 5. After discussion and much consideration we are delaying the supervisor promotions while we work through growing pains to consider our needs and capabilities; 6. Considering a call receiver concept involving the personnel who have been assisting from our user agencies, there are staff members who have shown interest in this concept to hire them part-time to fill shifts; 7. Recently received 9-1-1 prank phone calls from juveniles using a 9-1-1 only cellular phone, this presented an opportunity to provide public education at one of the school districts; and Bryan Clark has

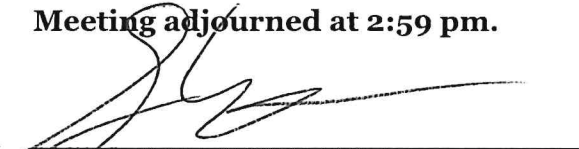
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been completing security testing of our staff of which our error rate was 5.6%. This project also includes a training component. The company we are using for the testing & training is Knowbe4.


Meeting adjourned at 2:59 pm.



KITTCOM Administrative Board Member



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ATTEST: Board Secretary Darlene Mainwaring

