

KITTCOM (Kittitas County 9-1-1)
Administrative Board Meeting Minutes
December 10, 2020
700 Elmview Rd, Ellensburg, WA

Attendance

On the Conference Bridge: Darren Higashiyama, Kittitas County; John Sinclair, KVFR (in Glenn Huffman's absence); John Akers, City of Ellensburg; Rob Omans, City of Cle Elum; & Bill Dickinson, Kittitas County Fire District 7. At KITTCOM: Geoff Scherer, Hospital District 2; Bob Johnson, KITTCOM and George Long KITTCOM. Cory Wright had a meeting conflict, Mary Morgan was excused.

Meeting called to order at 1:31 pm.

Approval of the Meeting Agenda: John Sinclair moved to approve the meeting agenda as presented, Bill Dickinson seconded. Motion carried.

Approval of the November 12, 2020 Meeting Minutes: Bill Dickinson moved to approve the meeting agenda as presented, John Sinclair seconded. It was noted that the nominations for Board Chair and Vice Chair also served as the election, minutes to be updated. Motion carried.

Approval of the December 2020 Blanket Vouchers: December 2020 payroll benefit and deduction in the amount of \$65,188.12 (check numbers 026454 through 026456 and 026519 through 026552), December 2020 payroll direct deposit in the amount of \$87,257.82 (026457 through 026476 and 026487 through 026506) & and December 2020 Claims Funds in the amount of \$26,844.14 (check numbers 026307 through 026354). John Sinclair moved to approve the vouchers for December 2020, Bill Dickinson seconded, motion carried.

Engineer's Report: Bob Johnson reported the following: 1. The access control and video security project has progressed as planned and we are wrapping up a few final pieces before it is complete. 2. KITTCOM historically has provided the uploading for alerts and warnings in Kittitas County on behalf of our owner agencies. Going forward, FEMA requires an executed COG agreement to be in place. The agreement was reviewed by legal who advised it appeared to be a standard agreement and saw no issues. With no objections noted, the Director will sign the agreement. 3. Verizon has a new NASPO contract for providing cell service beginning 2021 that does not require us to sign to keep our existing lines or discounts. This new contract only applies to future lines of service or future equipment upgrades and it has a new "out" clause that is essentially the balance of the contract. Thus, we have made the decision not to sign at this time, and continue with the current pricing structure which as no "out" clause. 4. Whitman County has a surplus of radio equipment that we are interested in purchasing in 2021. 5. Consolidated/Fair Point has some of the lowest business line rates in the county. Historically KITTCOM has signed longer term agreements for our tariffed services to
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“lock in” the low pricing for some number of years in the future. Note that the agreement does have an “out” clause which is the balance of the agreement. Staff estimates that if the rates were be raised to market value that the “break even” on an unexpected need to get out would be about 12 months. Accordingly, Staff is recommending that we again execute an agreement to lock in the low rates for the next 3 years; the engineer would sign the agreement as is our practice for items such as utility services.

Request for Budget Committee Meeting and Special Board Meeting before end of 2020: George Long advised that he has been working with the City of Ellensburg Finance Department on reviewing the budget, looking for ways to streamline and bring it in line with how the City does their tracking and reporting. In doing so, it was brought up that the last pay roll of December 2020 was going to be deducted from the 2020 budget, not 2021 as originally planned. When George reviewed the budget it was found that pay and benefits expenditures had been spent for 2020 with two pay periods left in the year. The Budget Committee agreed to meet on Tuesday, December 15, 2020 and there was agreement for a Special Board Meeting on December 22, 2020.

Board Resolution 2020-9, Renewal of Services with KCPO: George Long explained that as he has been reviewing agreements in place that the agreement between KITTCOM and the Kittitas County Prosecutor’s Office was set to expire at the end of December 2020. Bill Dickinson made a motion to approve signing a renewed agreement for services, which was seconded by Darren Higashiyama. Motion carried.

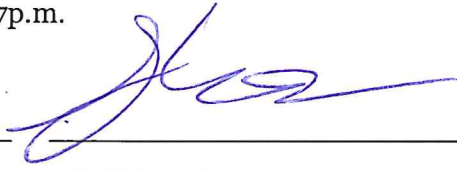
2020 Budget Amendment C: Darlene Mainwaring presented the amendment which cleaned up the budget and moved monies from areas not being used to areas that needed more funding. Mary Morgan motioned to approve the amendment as presented and Bill Dickenson seconded. Motion passed.

Election of Chair and Vice Chair: Geoff reminded the board this was completed at the November 2020 board meeting. For 2021 the Chair will be Geoff Scherer, and the Vice Chair will be Mary Morgan.

Director’s Report: George Long reported 1. Backgrounds were conducted on two candidates, one of which will continue through the hiring process with an anticipated start date of Feb. 1, 2021. 2. The State Office of Emergency Communications has additional grant funding available, KITTCOM has requested funding to complete the UPS project. 3. Priority Dispatch is moving away from card protocols and requiring the use of tablets. George is investigating other options for protocols that allow more local control, and will be bringing the issue to the Fire Chief’s meeting. 4. George expects to have the KITTCOM Facebook page go live next week. 5. George has been working on increasing communication and transparency with staff, reviewing policies and will be looking to start a discussion with the Board in January about the future of KITTCOM.

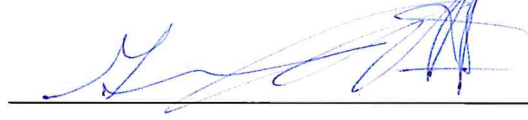
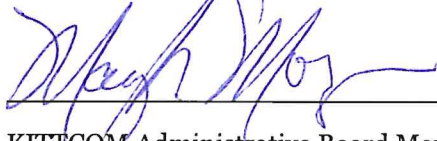
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Meeting was adjourned by consensus at 1:57p.m.



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ATTEST: Board Secretary George Long

