

KITTCOM Administrative Board Meeting

January 9, 2020 at 1:30 pm

700 Elmview Rd, Ellensburg, WA

Attendance: John Sinclair, KVFR; Geoff Scherer, Hospital District 2; Bill Dickinson, Fire District 7; Darren Higashiyama, Kittitas County & John Akers & Mary Morgan, City of Ellensburg.

Also in attendance, Bob Johnson & Darlene Mainwaring, KITTCOM.

Rob Omans, City of Cle Elum & Cory Wright notified the Director they wouldn't be in attendance.

Meeting Called to Order at 1:30 pm.

Approval of the Meeting Agenda: Mary Morgan moved to approve the agenda as presented, John Akers seconded, agenda approved.

Approval of the December 12, 2019 Meeting Minutes: Mary Morgan moved to approve the meeting minutes as presented, Darren Higashiyama seconded, motion carried.

Approval of the December 20, 2019 Special Meeting Minutes: Mary Morgan moved to approve the meeting minutes as presented, Darren Higashiyama seconded, motion carried.

Approval of the Blanket Vouchers for January: Darlene Mainwaring led discussion regarding the January Vouchers. Payroll Benefit & Deductions in the amount of \$21,473.94 (check numbers 025380 through 025389); Payroll Direct Deposit in the amount of \$45,514.63 (check numbers 025360 through 025379); Claims Funds in the amount of \$42,186.81 (check numbers 025390 through 025415). John Akers moved to approve the vouchers as presented, Mary Morgan seconded, motion carried.

Engineers Report: Bob Johnson reported the following: 1. Reported on the progress of the gas alarms for Ellensburg Public Works and the upcoming work to reinstall the alarm at the Ellensburg Police Department Evidence Room as the building remodel progresses; 2. Two operational issues, the first is with 1001 State Route 906 at Snoqualmie Pass, this address is often used for all of the Summit ski areas under one business, it causes conflict as the address is in Kittitas County and Summit West is in King County and if the calls come through a third party answering service, the calls are misrouted to Kittitas County. Work is being completed by King County to correct. The second concern is in regards to combined law/fire/EMS incidents such as search or rescue missions. The problem begins when the public safety responders stay on separate channels, hindering communication. There are TAC channels which can be used; and 3. Discussion about the HVAC included the consultants report (attached to the Minutes for future reference). In the report he provided several suggestions/options. The first option is to only repair the heat pump for the \$5,000.00 in the short term, the additional options include an upgrade of the current system or considering a new system using thermal energy. Discussion about use of thermal energy included concerns regarding Department of Ecology (DOE) withdrawal & injection permits, water rights, current County rules for water rights. Mary Morgan stated she is hesitant to pursue the use of thermal energy. John Akers commented a replacement is in the \$60,000 range for cost. John Akers also suggested to look into "mini-splits." After considerable discussion, the Board concurred to complete the repair for \$5,000.00 in the short term and continue to look at the options.

KITTCOM

January 9, 2020

Administrative Board Meeting, continued

Resolution 2020-1 (Surplus Property): Darlene Mainwaring reported approximately 4 of the items will be placed on the Public Surplus website. Mary Morgan moved to adopt Resolution 2020-1 to surplus property, Darren Higashiyama seconded, Resolution 2020-1 adopted.

Director's Report: Darlene Mainwaring reported the following: 1. Staffing is improving, the impact will be noticed in February when the lateral hire is released from training and filling a full-time position decreasing the overtime. We currently have 3 in training which includes the lateral. One individual is in the hiring process and will complete the psychological exam today; 2. At a recent conference the Director attended a course presented by Valley Comm regarding the Department of Homeland Security providing a no cost security threat assessments of Communications Centers. The Director discussed this topic with Board Chair Scherer and it was determined we should have an assessment completed. Our assessment scheduled for January 30, 2020. 3. At the State E911 level the ESInet project is almost to completion. Currently the E911 office is working through a contractual issue with the old vendor (Century Link) and moving Century Link, the carrier over to the new ESInet. For the past few years as we transition from analog to internet protocol (IP) State E911 has been paying both Century Link and the new vendor, ComTech for transport of 911 data, payment to Century Link was to come to an end on December 31, 2019 as all carriers were to be transferred to ComTech. Century Link has delayed their transfer out to mid-2020 stating they don't have the resources. The State E911 office has been working diligently to get Century Link to complete the transfer sooner. There is no delay in 911 services, it is a cost issue; 4. The Capital Budget amendment should be in front of the Board at the February meeting, it will include the Access Control/ Security system, 2019 project carryover and other projects anticipated for 2020; 5. We have been testing & training staff on internet security using the "Knowbe4" product. The first test yielded one staff member opening a "test" via email, the second test yielded 100% compliance; 6. The GIS analyst we are sharing with County IT will begin on January 21st, 2020. We are also working to upload an updated data set to both our CAD & Phone systems into our systems hopefully in the next few weeks; and 7. Part of my tasks at the State 911 level are to assist with editing the E911 Report to the State Legislation and continued work on the Operations Committee for the 911 Study Report to be completed in October. John Sinclair reminded us this is a short legislative session and to monitor the 911 issues.

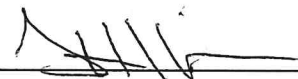
Meeting Adjourned at 2:43 pm.



KITTCOM Administrative Board Member



KITTCOM Administrative Board Member



KITTCOM Administrative Board Member



ATTEST: Board Secretary Darlene Mainwaring