

KITTCOM Administrative Board Meeting

May 14, 2020

700 Ellensburg Road, Ellensburg & via Phone Conference

Attendance via phone conference: Bill Dickinson, Kittitas County Fire District 7; Rob Omans, City of Cle Elum; Darren Higashiyama & Cory Wright (at 1:33pm), Kittitas County, Glenn Huffman, Kittitas Valley Fire & Rescue; & Bob Johnson, KITTCOM. **Attendance at KITTCOM:** Geoff Scherer, Hospital District 2; Mary Morgan, City of Ellensburg; & Darlene Mainwaring, KITTCOM. John Akers notified the KITTCOM Director he would be unable to attend.

Meeting Called to order at 1:30 pm

Approval of the May 12, 2020 Meeting Agenda: Mary Morgan moved to approve the May 12, 2020 meeting agenda as presented, Rob Omans seconded, motion approved.

Approval of the March 12, 2020 Meeting Minutes : Mary Morgan moved to approve the May 12, 2020 meeting minutes, Bill Dickinson seconded, during discussion, Bill Dickinson noted one edit on page 2, middle of the HVAC Discussion/Update section, "fall 2002" should be fall "2020," motion approved.

Approval of the April & May 2020 Blanket Vouchers: Darlene Mainwaring led discussion regarding the blanket vouchers: April payroll benefit & deduction in the amount of \$59,927.53 (check numbers 025685 through 025694 and 025713 through 025724), payroll direct deposit in the amount of \$71,223.75 (check numbers 025666 through 02684 and 025695 through 025712) and claims funds in the amount of \$49,699.77 (check numbers 025725 through 025751).

May payroll benefit & deduction in the amount of \$60,986.26 (check numbers 025772 through 025781 and 025801 through 025812), payroll direct deposit in the amount of \$71,474.96 (check numbers 025752 through 025771 and 025782 through 025800) and claim funds in the amount of \$31,249.95 (check numbers 025813 through 025844)

Mary Morgan moved to approve the blanket vouchers as presented, Bill Dickinson, seconded, motion carried.

Engineers Report: Bob Johnson reported the following: 1. In 2019 staff assisted Colville Tribal with their 9-1-1 network, there was contingency for additional hours of work, this commitment has been completed with our assistance of their inmate conference phones; 2. In regards to Fiber Splicing, currently waiting on Zayo for a quote and possible collaboration between KITTCOM and Kittitas County to complete the work; 3. The phones to expand the telephony, providing a last ditch telephone service between Kittitas County government agencies is ready to deploy; 4. Staff has updated the job description for the Part-Time Comm Tech position, no budget impact; 5. KITTCOM has taken the lead on correcting the ongoing addressing challenge at 1001 SR 906, Snoqualmie Pass, at this time, King County has declared the address "not valid;" 6. Staff spoke with Chief Sinclair of Fire District 7 regarding the RFA; 7. Recently staff worked with the phone carriers in regards to overflow of the 6 "9-1-1 lines. Rather than over flow the 9-1-1 lines to business lines, we have it set to the 9-1-1 lines receiving a fast busy if all lines are in use; 8. Staff is reviewing the use of Push to Talk (PTT) via cellular phone network, evaluating if it is workable, no additional cost to KITTCOM at this time; and 9. Staff continues to work through the radio transmission issues at Snoqualmie Pass on February 22, 2020. There are several issues, a few belong to KITTCOM. Staff is scheduling a meeting with Snoqualmie Pass Fire & Rescue to discuss the options.

Agreement between KITTCOM & Consolidated Communications for Dark Fiber Lease: Bob Johnson led discussion regarding leasing dark fiber from Consolidated Communications. We could lease it from the city, but the significant advantage is the geodiversity. Glenn Huffman asked if this impacted the city by not taking the agreement. Bob Johnson stated it is revenue neutral and he had communicated

with the City IT staff. Glenn Huffman moved to approve for the Board Chair to sign the agreement, Mary Morgan seconded, motion approved.

Resolution 2020-3 (2020 budget Resolution Amend B): Darlene Mainwaring led discussion. Staff reviewed the budget to consider reallocation of funds while maintaining the same bottom line with the addition of the \$65,000.00 for the HVAC project from the funds set aside for Equipment Replacement needs.

Changes to the allocation of funds include:

1. The \$20,000 to pay salary/benefits for 2 director salaries in October & November was moved from Capital to Director Salary.
2. Staff reviewed the Personnel Costs & concluded there will be a total of 12 months of health benefits which will not be expended due to the 2 vacant ESD positions from January through June. The funds were reallocated:
 - a. \$12,900 was moved from Health Benefits to Overtime
 - b. \$5,100 was moved from Health Benefits to Mutual Aid
3. Staff reviewed the Capital Budget looking for projects which will not be completed in 2019 in part due to the Covid-19 crisis, and determined the \$36,000 for the Craig's Hill Project & the \$15,000 for the CAD/RMS interfacing to Fire Paging will not be completed, totaling \$51,000. The funds were reallocated to the following:
 - a. \$10,000 to Unemployment (due to Covid-19 we are being impacted)
 - b. \$19,000 a place marker for potential financial audit by State Auditor's Office
 - c. \$22,000 to Hire the next Director using a 3rd party

Mary Morgan moved to adopt Resolution 2020-3 (2020 Budget Resolution Amend B) as presented, Darren Higashiyama seconded, motion carried.

Recruitment Services for Director's Position: A proposal from Prothman for Director Recruitment Services is in front of the Board. Prothman is on the MRSC vendor list for consultants of which we are included as partners via our insurance provider, Enduris. The proposal was reviewed by the Kittitas County Civil Prosecuting Deputy assigned to KITTCOM, she stated she liked the proposal, it is detailed, comprehensive and professional. Bill Dickinson shared he has been involved with Prothman and they are extremely professional. Glenn Huffman supports the proposal. Mary Morgan moved to approve accepting the recruitment proposal from Prothman, Bill Dickinson seconded, during discussion, Glenn Huffman asked if we should include a "not to exceed amount. Upon further discussion, it was decided to not exceed \$22,000.00, if we need to exceed, we can amend later. Mary Morgan amended her motion to accept the recruitment proposal from Prothman, limiting to \$22,000.00 with the option to amend later if needed. Bill Dickinson seconded, motion carried.

Resolution 2020-4 (Approving Emergency Temporary Amendments to Personnel Policy): Darlene Mainwaring reported staff worked with the Kittitas County Prosecutor's Office to prepare the Emergency Temporary Amendments to Personnel Policy due to the COVID-19 Crisis. Mary Morgan moved to adopt Resolution 2020-4, Darren Higashiyama seconded, motion carried.

Resolution 2020-5 (BLM Agreement for Dispatch Services): This is an agreement we negotiate every 2 years, it was reviewed by counsel and approved as to form. Mary Morgan moved to adopt Resolution 2020-5, Bill Dickinson seconded, motion carried.

Approve to Authorize board Chair to Sign Memorandum to State Auditor's Office for 2019 Annual Report: Darlene Mainwaring, this report was prepared by City of Ellensburg Finance Department and reviewed by staff. Glenn Huffman moved to approve for the Board Chair to sign the Memorandum, Mary Morgan seconded, motion carried.

Social Media for Public Education Policy: Darlene Mainwaring reported staff have requested we pursue a policy to allow the use of social media specifically Facebook to provide public education about 9-1-1 which is recommended by the State E-911 Public Education Committee. Cory Wright commented at the County the individual(s) who are authorized to post on social media must be identified with their personal name(s). Staff will review the County and City Social Media policies and be sure to include the procedure (process) as well as the policy recommendations when this is brought back to the Board for approval.

47° North Master Plan Project Supplemental Environmental Impact Statement SE(S)-KITTCOM Information Request: Darlene Mainwaring reported, staff has answered the questions pertaining to data collection, but the remaining 5 questions are more difficult to approach as there are unknowns. Cory Wright suggested making no commitments. Further discussion among the Board members included this doesn't compare to the Suncadia project when it first started, we should highlight the impact, the difficulty will be determining how to highlight the impact as there is nothing truly comparable within the County. Rob Omans shared Cle Elum Police Department completed their questionnaire. Staff will continue to review this request and gather information.

Director's Report: Darlene Mainwaring reported the following: 1. The Director will be out of the office May 14-26, 2020, Supervisor Shuey will be in charge. 2. So far KITTCOM has only had 4 indirect contacts by staff in regards to COVID-19, no one has had the symptoms. 3. Call volume between March 1 through April 30, 2020 is down by approximately 1500 calls from last year's totals for the same time period; 4. Does KITTCOM qualify for CARES funding costs due to COVID and does the Board wish to pursue? Cory Wright commented he could check with the County's Federal Lobbyist. Any reimbursements would be channeled through the County for collection; and 5. Staff have been completing online training to fulfill our E911 Grant deliverables.

Meeting adjourned at 2:24 pm.



KITTCOM Administrative Board Member



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ATTEST: Board Secretary Darlene Mainwaring

