

KITTCOM (Kittitas County 9-1-1)
Administrative Board Meeting Minutes
November 12, 2020
700 Elmview Rd, Ellensburg, WA

Attendance

On the Conference Bridge: Darren Higashiyama, Kittitas County; John Akers, City of Ellensburg; Bill Dickinson, Kittitas County Fire District 7; Rob Omans City of Cle Elum; Cory Wright, Kittitas County. At KITTCOM: Geoff Scherer, Hospital District 2; Bob Johnson, KITTCOM Mary Morgan, City of Ellensburg, Glenn Huffman, KVFR, and George Long KITTCOM.

Meeting called to order at 1:31 pm.

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

Approval of the October 15, 2020 Regular Meeting Minutes: Mary Morgan moved to approve the meeting agenda as presented, Bill Dickinson seconded. Motion carried.

Approval of the November 2020 Blanket Vouchers: As presented in the board packet, November 2020 payroll benefit and deduction in the amount of \$70,212.30 (check numbers 026376 through 026386 and 026407 through 026418), November 2020 payroll direct deposit in the amount of \$79,445.69 (026355 through 026375 and 026387 through 026406) & and November 2020 Claims Funds in the amount of \$102,509.32 (check numbers 026385 and 026419 through 026453). John Akers moved to approve the vouchers for November 2020, Mary Morgan seconded, motion carried.

Engineer's Report: Bob Johnson reported the following: 1. KITTCOM security system upgrade is in process. 2. The T-Mobile lease agreement has been approved by our counsel as to form and sent back to T-Mobile for signature. T-Mobiles has also requested a replacement of the KITTCOM PSAP generator, which we are denying for technical reasons. 3. Zayo fiber is now spliced to the County/KITTCOM pigtails and tested. KITTCOM now has fiber strand and wavelength rights from Dollar Way to the Vantage boat launch with KVFR29 and the "hub". This includes a drop along the way near the Kittitas Water Tanks for future radio system expansions. 4. We have been noticing scratchy reception on Law Main which has been mostly attributed to a few portables and "low volume" on Law Main. We also believe we have some sort of issue with Craig's Hill that exacerbates the issues mentioned above, we are investigating. 5. We have revisited an old Board decision to have overflow 9-1-1 calls reach a fast busy. Our conclusion was that KITTCOM should continue this practice going forward. 6. There was a request to audit a wireless traffic plan for Thunderbird Lodge which is now a cell site at the top of the ski areas. The data base presented had significant errors and incorrect addressing. While a perfect address could not be located, information was provided to correct some of the errors and provide the best possible address for responder use. This was a lesser of the evils approach. The Kittitas County *KITTCOM Administrative Board Meeting*

Fire Marshall is taking the lead on working the address problem and is coordinating with the fire chief for Snoqualmie Pass. 7. We will likely be asking for capital project carry over for the HVAC controls and possibly for HVAC HP2 and HP1. 8. Discussion was presented regarding possible toll fraud at CWU that allowed some of the undesired traffic to ingress into the NG911 system and reach KITTCOM as a 9-1-1 call.

2021 Draft Budget (Resolution 2020-06): George Long led the discussion regarding the proposed 2021 budget. The Budget Committee of Glenn Huffman & Rob Omans met on November 2nd to review the 2021 budget proposal, with a second review done via e-mail with Rob Omans and John Akers on November 5th. The proposal only includes operational costs. Capital projects will need to be reviewed more in-depth at the end of the year.

Expenses include funding 14 full-time Emergency Services positions and one part time position in an effort to reduce overtime costs. There were no increases to the health benefits this year. The remainder of the budget is reflective of ongoing costs, contractual pay increases for staff and the natural increases for services over time.

Revenue is assessed as follows: The overall increase per radio log for the Agency Assessments is 2.1%. 2020 cost per radio log was 3.94 cents, 2021 proposed cost per radio log is 4.019 cents. The cash carry over money, as reported in the board package for Oct 2020, comes from “increase to HD2 Agency Assessment due to payment not received in 2016 in the amount of \$7,961.25; Adjustments to E911 with new Contract Year is an increase of \$26,947.35; Decrease to BLM status keeping with new agreement in the amount of \$209.95; and Increase to Revenue Radio Site Lease approximately \$14,000 per year from PSERN”.

Mary Morgan moved that the 2021 Draft Budget be approved as the KITTCOM operational budget for 2021. Bill Dickinson seconded. Motion carried.

Surplus property (Resolution 2020-07): George Long explained that the equipment being removed from KITTCOM as part of the security system upgrade was of no value to KITTCOM or its users. Request is made to surplus the property. Glenn Huffman motioned to approve and Mary Morgan seconded. Motion carried.

Vacation Leave Carry Over: George Long led a discussion regarding the request to approve a one-time carry over of the Engineer’s vacation leave. Bob Johnson, due to ongoing projects and COVID-19 has not been able to use 120 hours of vacation leave, or 5 holidays and has asked to carry this over into 2021 so that he does not lose the earnings. Bill Dickinson and Darren Higashiyama expressed concern of what this could do to the budget when Bob retires and the cash out that would follow. George Long advised Bob was aware of this concern too and that the two of them would be having a discussion regarding how and when he

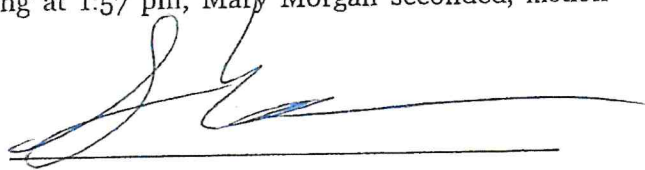
will need to take the excess leave time to reduce this burden. Mary Morgan motioned to approve the one time carry over and Glenn Huffman seconded. Motion passed.

Nominations for 2021 Chair and Vice Chair: Geoff Scherer opened nominations for 2021 board chair. Glenn Huffman nominated Geoff Scherer and Mary Morgan seconded. Geoff then opened nominations for 2021 Vice Chair. Glenn Huffman nominated Mary Morgan and Rob Omans seconded. The Board unanimously agreed that this would serve as the election as well.

Director's Report: George Long reported 1. Washington experienced a state-wide outage of 9-1-1 voice on October 22, 2020. This was caused by the vendor attempting to fix a text-to-911 problem in another county. The fix inadvertently took down the system between 3:35pm – 4:30pm. KITTCOM was made aware of the outage by Washington State Patrol and notified user agencies. A list of missed calls was provided by the State and all numbers were called back by staff a few days after the outage. No life safety issues were missed to the knowledge of KITTCOM. 2. We are currently training two staff, one of which is due to finish soon. We also have received two background packets for potential hires, which would fully staff KITTCOM. George will be meeting with the supervisors this afternoon to discuss potential hire date to allow for training currently taking place and not spreading training thin with new hires. 3. George has met with staff individually to discuss their needs, interests and concerns. Will be reaching out to user agency and board personnel that have not been met with in the near future. 4. Currently reviewing KITTCOM practices and policy for consistency and compliance. 5. Expressed sincerest gratitude to everyone for their warm welcome to KITTCOM and continued support as George works to settle into his new role.

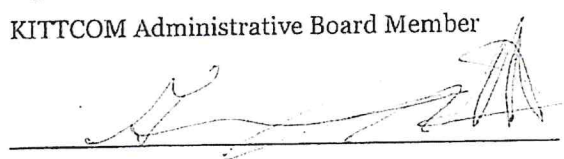
Glenn Huffman moved to adjourn the meeting at 1:57 pm, Mary Morgan seconded, motion carried.

KITTCOM Administrative Board Member



KITTCOM Administrative Board Member

KITTCOM Administrative Board Member



ATTEST: Board Secretary George Long

