

**KITTCOM (Kittitas County 9-1-1)**  
**Administrative Board Meeting Minutes**  
**October 15, 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. At KITTCOM: Geoff Scherer, Hospital District 2; Bob Johnson, KITTCOM Mary Morgan, City of Ellensburg, Glenn Huffman, KVFR, John Sinclair, KVFR, Darlene Mainwaring, KITTCOM and George Long KITTCOM. Cory Wright and Rob Omans had meeting conflicts.

**Meeting called to order at 1:37 pm.**

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

**Approval of the September 10, 2020 Regular Meeting Minutes:** Mary Morgan moved to approve the meeting agenda as presented, Glenn Huffman seconded. Motion carried.

**Approval of the September 17, 2020 Special Meeting Minutes:** Mary Morgan moved to approve the meeting agenda as presented, Glenn Huffman seconded. Motion carried.

**Approval of the September 21, 2020 Special Meeting Minutes:** Mary Morgan moved to approve the meeting agenda as presented, Darren Higashiyama seconded. Motion carried.

**Approval of the October 2020 Blanket Vouchers:** Darlene Mainwaring led discussion regarding the blanket vouchers. October 2020 payroll benefit and deduction in the amount of \$61,538.83 (check numbers 026266 through 026274 and 026295 through 026306), October 2020 payroll direct deposit in the amount of \$76560.09 (026229 through 026247 and 026275 through 026294) & and October 2020 Claims Funds in the amount of \$73,184.46 (check numbers 026307 through 026354). During discussion, John Akers requested more detail be put in the report to explain what Amazon and Paypal purchases are for. Mary Morgan moved to approve the vouchers for October 2020, Glenn Huffman seconded, motion carried.

**Engineer's Report:** Bob Johnson reported the following: 1. Assisted HAM – ARES group with advancing their platform to current technology. Bob will start work on developing an MOU with those involved narrating the reason KITTCOM hosts the group. 2. HVAC Zone 3 (server/equipment room) had the mechanical equipment replaced using the PO authorized by the Board. Zones 2 and 1 have not been ordered yet; currently working out additional costs for insurance requirements and additional labor needed to gain access to the zones. Board has already authorized the Chair to sign this forthcoming agreement which was approved by counsel

*KITTCOM Administrative Board Meeting*

as to form. 3. Migration away from the old transport microwave to the newer MDR80000 series. This has 5+ years of factory support remaining and is the same used by WSP statewide giving us a pool of allied technicians that can support it. It is unknown at this time if we will need to purchase test equipment. 4. Additional capacity for propane was purchased for the Stampede site, taking us from 2K to 4K. Tanks were filled to 90% capacity and have an estimated 50 day run time.

**Bill of Sale Execution – Conveyance of Fuel Storage Tanks:** Bob Johnson explained this was expected paperwork within the terms of KITTCOM's lease to King/PSE&N. Approved as to form by Counsel. Staff is recommending signature of the Board, which will require a notary. Mary Morgan motioned to approve and Glenn Huffman seconded. Motion carried.

**T-Mobile Amendment:** Amendment 4 was approved by Counsel as to form, and this amendment will increase T-Mobile's payment mostly for power consumption. Staff is recommending signature by Board. Mary Morgan motioned to approve and Glenn Huffman seconded. Motion carried.

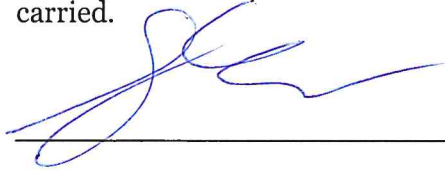
**2020 Budget Amendment C:** Darlene Mainwaring presented the amendment which cleaned up the budget and moved monies from areas not being used to areas that needed more funding. Mary Morgan motioned to approve the amendment as presented and Bill Dickenson seconded. Motion passed.

**2021 DRAFT Budget:** The budget has increased, we are still waiting for the health benefits update which will occur sometime in October to determine the actual increase, which is expected to be minimal per Darlene Mainwaring. Darlene queried other agencies for their costs per call for their user agencies as another viewpoint of where we are in regards to costs for Board members to review. George Long has requested to form a Budget Committee to review the draft before final presentation to the Board in November. John Akers, Glenn Huffman both volunteered to be on the committee and Darlene or George will be following up with Rob Omans to see if he can participate. Committee will meet the first week of November.

**Director's Report:** Darlene Mainwaring reported 1. We are currently down 2 positions, however we have 2 in process and 1 that will be added to a list. 2. On October 20, 2020 the Kittitas County Commissioners will appoint George Long as the E9-1-1 Coordinator. 3. George and Darlene have been working together for the last 4 days getting George up to speed on his role as the new Director.

**Executive Session:** The Board moved to an Executive Session at 2:05 pm to discuss a Public Employee's performance. Regular session resumed at 2:15. Bill Dickenson motioned for Director Mainwaring's salary to be increased to \$110,000.00 a year for the remainder of her tenure with KITTCOM. Mary Morgan seconded the motion, motion carried.


Glenn Huffman moved to adjourn the meeting at 2:17 pm, Darren Higashiyama seconded, motion carried.



\_\_\_\_\_  
KITTCOM Administrative Board Member

\_\_\_\_\_

KITTCOM Administrative Board Member



\_\_\_\_\_  
KITTCOM Administrative Board Member

ATTEST: Board Secretary George Long

