

KITTCOM Administrative Board Meeting

1:30 pm on Thursday, September 10, 2020

700 Elmview Rd, Ellensburg, WA

Attendance: Cory Wright & Darren Higashiyama, Kittitas County; Bill Dickinson, Kittitas County Fire District 7; Rob Omans, City of Cle Elum; & John Akers, City of Ellensburg on conference bridge. Glenn Huffman, Kittitas Valley Fire & Rescue; Bob Johnson & Darlene Mainwaring, KITTCOM at 700 Elmview Rd, Ellensburg. Geoff Scherer & Mary Morgan both notified they would not be participating in the meeting, Mary was available if quorum was needed.

Meeting called to order at 1:32 pm.

Approval of the Meeting Agenda: Bill Dickinson moved to approve the agenda as presented, Darren Higashiyama seconded, motion approved.

Approval of the August 13, 2020 Meeting Minutes: Bill Dickinson moved to approve the meeting minutes as submitted, Darren Higashiyama seconded, motion approved.

Approval of the September 2020 Blanket Vouchers: Darlene Mainwaring led discussion regarding the September 2020 blanket vouchers. Bill Dickinson asked about the individual names submitted, Darlene Mainwaring provided they are all employees who completed travel for training or to radio sites and Lynn Palmer was contracted to assist with the GIS Analyst training. Payroll benefit & deduction in the amount of \$59,664.54 (check numbers 026154 through 026163 & 026184 through 026195); payroll direct deposit in the amount of \$72,308.80 (check numbers 026133 through 026153 & 026164 through 026183) and claims fund in the amount of \$46,739.66 (check numbers 026196 through 026228). Darren Higashiyama moved to approve the blanket vouchers, Bill Dickinson seconded, motion approved.

Engineer's Report: Bob Johnson reported the following 1. Snoqualmie Pass Fire & Rescue recently had a problem with a telephone line. KITTCOM staff assisted with determining the problem to be caused by a contractor with a back hoe had cut the line; 2. Fiber optics with Kittitas County is moving along at this time; 3. The work at Stamped has been completed to repair the damage from the lightning strike; 4. The circuit card Snoqualmie Pass Fire needs is a difficult product to find. Staff has located 3 with the City of Richland. WSP also is in need of the same circuit card. Richland would like to trade for reciters, which KITTCOM has. The reciters were gifted to KITTCOM by Whitman County. Richland's circuit cards were gifted to them. Staff is working out a plan to trade the products and make sure it is done legally; 5. Staff will be working on a Microwave update September 22 & 23, 2020 between the 700 Elmview location & Sky Meadows. This could be service affecting for KITTCOM. Glenn Huffman asked if this would be done in the early hours of the day. Bob Johnson stated because there is tower work involved, they shouldn't do the work at dark, the work will start by 7 am and should be back on at noon.

KITTCOM Administrative Board Meeting

September 10, 2020

Page 2

Request for Proposals(RFP):

- *ACCESS Controls & Security Camera Project:* Bob Johnson led discussion regarding the RFP process of advertising. He then provided information regarding the recommendation by legal counsel in regards to the RFP process of awarding the bid. In the past, KITTCOM has provided the general boiler plate RFP to vendors, then issued an acceptance to the vendor who was awarded the bid. Kittitas County government rules are different, for the same circumstances, the County would issue a contract. Legal counsel recommended having a contract, but agreed to allow for KITTCOM to issue a Purchase Order which references the RFP, with very clear acknowledgement back from the vendor. Bob went onto share we received 1 response from the advertisement. While the response met expectations, it is \$10,000.00 over budget while the HVAC project is \$10,000.00 under budget, overall within budget between the two.

John Akers asked while the amount is not huge, was there inclusion for wages? Bob Johnson reported there is a provision for prevailing wage. John also stated for contracts greater than 25k, there is often the need for a retainage bond, however if counsel is "ok" with it, he is.

Bill Dickinson shared he was not personally "ok" with just an RFP and purchase order only, what if the vendor gets halfway through the project and doesn't complete it? How do we undo the damage? Will we have done our due diligence by completing this project without a contract? Bob Johnson shared the contract is approximately 24 pages according to legal counsel, the make ready work such as pulling wires will be done by staff. The vendor is just changing out equipment, little could go wrong. Bob Johnson stated it would be 2-5 weeks to complete the contract process, there are industry generic agreements which tend to favor the vendor which could be used.

Glenn Huffman stated he doesn't have an issue with either. Bill Dickinson shared Fire District 7 recently had an audit by the state and would prefer to "be the most right" to complete this. Cory Wright also voiced best practice to have a contract and deferred to the legal counsel recommendation.

Glenn Huffman suggested we award the bid and build a contract with legal counsel. Bill Dickinson agreed. John Akers shared the contractor may want to change the bid if a contract is suggested. Bob Johnson requested to proceed once legal counsel & staff are amicable of the contract, approve for the contract to be signed by the Board chair or Vice Chair. Darren Higashiyama moved to approve to award the bid to Advanced Electric & Alarm systems, Inc., contingent upon a contract being created and agreed upon by legal counsel & staff, then the contract can be signed by the Board Chair or Vice Chair, Bill Dickinson seconded, motion approved.

Administrative Board Meeting

September 10, 2020

Page 3

HVAC System Project: Bob Johnson led discussion regarding the bid for the HVAC. The threshold for the RFP is \$25,000.00. Also included in the bid was to purchase the second system at the same price, of concern is if the second system is purchased in the *KITTCOM* same year. The Board by consensus was comfortable with a single quote. Bill Dickinson moved to award Polar Heating the bid in the amount of \$15,894.00 for a system, Cory Wright seconded, motion approved.

Public Education Social Media Policy: Darlene Mainwaring led discussion regarding the public education social media policy. She reported it was reviewed by legal counsel & she recommended removing references to employee's personal devices, references removed. Bill Dickinson asked about the retention for public disclosure. Darlene reported the word documents with the request to post information will be changed into a pdf and saved at *KITTCOM* on the server. Bill Dickinson moved to approve the public education social media policy, John Akers seconded, motion approved.

Update on Prothman – Recruiting Director: Darlene Mainwaring led discussion on the interview process. There will be 3 interview panels. Interviews begin at 8:30 am on Thursday, September 17, 2020 at Hal Holmes & Ellensburg Police Department. Prothman submitted suggested interview questions to select from for each panel, staff requests assistance choosing them as Chair Scherer is on vacation until next week. Discussion regarding the time for the Special Board Meeting the afternoon of September 17th. Cory Wright requested the meeting be at 2:30 pm, with no objections, meeting to be set for 2:30 pm on Thursday, September 17th, 2020 to discuss employment of the future director.

2021 DRAFT Budget: Darlene shared one of the impacts to the budget is the separation of GIS from *KITTCOM* last year. We are now seeing the effect of the funds being used to partially staff a supervisor to an outside agency for the GIS analyst position. As of this month, we will see an increase of revenue of approximately \$10,000.00 per year as PSERN is now placing their infrastructure at the Stampede radio site. At the October 2020 meeting there will be another draft budget and the information collected from other counties & PSAPs will be presented.

Director's Report: Darlene Mainwaring reported: 1. The Homeland Security report completed in January 2020 will be hand delivered to *KITTCOM* on Wednesday, September 30th at 11:00 am if any Board Members would like to be in attendance; 2. Current staffing, 12 positions filled, 1 on maternity leave, 2 in training. 2 laterals have applied to *KITTCOM*, 1 is in process and the other will test on September 21st; 3. Contact was made with Chief Wiseman of SPFR regarding paying for the cost to add the new channel; 4. The Director will be out of state September 25 – 29, 2020; 5. The GIS information is in process to be fully updated by the first week of October; and 6. Staff would like to begin the process to update the interlocal agreement to combine the 2

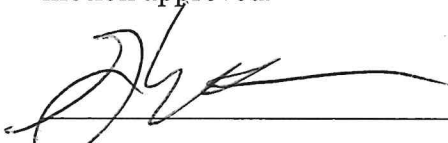
Administrative Board Meeting

September 10, 2020

Page 4

amendments and the changes to the finance section to provide a fresh start for the new Director if the Board is in favor. Board concurred.


Motion to adjourn meeting at 2:12 pm by Bill Dickinson, seconded by Darren Higashiyama, motion approved.




KITTCOM Administrative Board Member



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ATTEST: Board Secretary Darlene Mainwaring

