

KITTCOM (Kittitas County 9-1-1)
Administrative Board Meeting Minutes

April 8, 2021

700 Elmview Rd, Ellensburg, WA

Attendance

On Zoom: John Sinclair (for Glenn Huffman), KVFR; Tyrell Nielsen, Kittitas County; John Akers, City of Ellensburg; Bill Dickinson, Kittitas County Fire District 7; Bryan Clark, KITTCOM; Bob Johnson, KITTCOM; Rob Omans, City of Cle Elum (left at 2:30 pm) and Geoff Scherer, Hospital District 2 (left at 2:15 pm). At KITTCOM: George Long, KITTCOM; Mary Morgan, City of Ellensburg (lead meeting); and Cory Wright, County Commissioner.

Meeting called to order at 1:31 pm.

Approval of the Meeting Agenda: Geoff Scherer moved to approve the meeting agenda as presented, Rob Omans seconded. Motion carried.

Approval of the March 18, 2021 Regular Meeting Minutes: Geoff Scherer moved to approve the meeting agenda as presented, John Sinclair seconded. Motion carried.

Review of KITTCOM Finances: George Long presented the current revenue and expenditures for KITTCOM. Working to make new reports available at the next board meeting that are more accurate than current ones. More detail to follow in budget committee report.

Approval of the April 2021 Blanket Vouchers: April 2021 payroll benefit and deduction in the amount of \$63,574.19 (check numbers 026827 through 026835, and 026885 through 026909), April 2021 payroll direct deposit in the amount of \$76,376.46 (026807 through 026826, and 026864 through 026884) & and April 2021 Claims Funds in the amount of \$63,889.69 (check numbers 026910 through 026934). Geoff Scherer moved to approve the vouchers for April 2021, John Sinclair seconded, motion carried.

GIS Data Sharing Consent Form: George Long reported that the original request from the state to have KITTCOM share GIS data had been updated and reviewed by council. Contact had been made by the state with the Yakima Training Center and Joint Base Lewis McChord and they did not have any issues. George explained that data being shared could be gathered through a well worded public disclosure request and Bob explained that this would allow the state to work out issues on county boundaries. Rob Omans moved that consent be granted and the form be signed, Geoff Scherer seconded. Motion carried.

Utility Advisory Committee (UAC) – Replacement of Engineer Representative:
George reported that with Bob's upcoming retirement a replacement for him on the UAC was necessary. George recommended Bryan Clark, KITTCOM Information Services Analyst, as a

KITTCOM Administrative Board Meeting



temporary replacement beginning July 1. Geoff Scherer motioned that Bryan be named Bob's temporary replacement until Bob's position is filled, Cory Wright seconded. Motion carried.

Budget Committee Report: George led a discussion of the following:

The committee members Rob Omans and John Sinclair met with George Long on March 31, 2021 at 1:00pm to review the current state of KITTCOM's finances. The end of February report from the City is below (for report purposes at Board meetings George will continue to provide monthly reports):

	2021 Budget	Feb Actual	2021 YTD Actual	Remaining Budget	% of Budget Remaining
Summary					
Beginning Fund Balance	\$803,282		\$803,282	\$0	0.00%
Revenues					
Agency Assessments	\$1,274,771	\$351,293	\$351,293	\$923,477	72.44%
Other Revenue	\$1,046,572	\$44,006	\$81,512	\$965,060	92.21%
Total Revenue	\$2,321,343	\$395,300	\$432,806	\$1,888,537	81.36%
Expenditures					
Salaries & Wages	\$1,233,817	\$96,402	\$195,986	\$1,037,831	84.12%
Benefits & Taxes	\$621,632	\$37,579	\$74,714	\$546,917	87.98%
Office Supplies & Equipment	\$22,120	\$652	\$1,142	\$20,978	94.84%
Professional Services	\$545,819	\$15,206	\$34,750	\$511,069	93.63%
Miscellaneous Expenditures	\$35,900	\$446	\$671	\$35,229	98.13%
Capital Projects	\$144,698	\$330	\$3,834	\$140,864	97.35%
Total Expenditures	\$2,603,985	\$150,616	\$311,097	\$2,292,889	88.05%

Also reviewed included increased costs to Standard LTD by \$66 per month, a possible 3.56% increase by Puget Sound Electric starting June 1, and the addition of an FSA for KITTCOM, however only one employee signed up. These costs were determined to be coverable at this time with vacancy savings.

There was concern regarding the increased use of PT Tech funds in preparation for and following the Radio Engineer's departure. These again, at this time, can be covered by vacancy savings if needed.

Discussion was had around the \$10,000 marked in Capital Projects for a consultant for pursuing the 1/10th of 1% sales tax. It was determined that this was not needed based on support to put this forward in the county and with assistance from PSAPs who have pursued this in the past. It is recommended that the money be released from this mark, for something more pressing at KITTCOM. George Long recommends funding Text-to-911 as we have a current quote on the table for approx. \$8,200 from the current phone vendor to update the system and allow Text to be possible. In addition remaining money would go to help upgrade the training room. There were no objections by the board.



It was suggested that George run the numbers to determine how much it would cost each agency to fill the reserve fund back to \$500,000 and approach the agencies now with the ask, as Federal funding is becoming available to City and County Governments.

Replacement of the radio engineer was discussed; using savings to fund the recruitment and purchase of materials (if needed) to fill the position. George recommends running the recruitment internally to save costs. There were no objections to this by the board.

George also discussed that KITTCOM is considering mandating 3 people from 1200-0000 7 days a week through the summer due to newer staff, active training, it being a busier time and interest by the users to have more staff working at a time. While on the surface this may look to have a higher overtime price tag, one person calling sick would only require 6 hours of coverage, as staffing will allow for 3 people on each shift to start with.

It was also recommended that George approach the Council of Governments regarding processes in place to review new housing developments so KITTCOM can be part of the process and seek funding. With an increase in population over time, the likely hood that call volume will increase is high.

Committee agreed to meet, at a minimum, every trimester to review quarterly reports of finances.

RFP for Electrical Contractor Services Award: Bob Johnson led a discussion regarding the intent of the RFP for general electrical contractor services and that only one company submitted a proposal. Geoff Scherer motioned to make the award to Linden, Rob Omens seconded. Discussion. Motioned carried.

Strategic Planning: George led a discussion about current thoughts and funding needs around a five year strategic plan for KITTCOM (spreadsheet attached). Goal is to have a final product at May meeting.

Engineer's Report: Bob Johnson reported the following: 1. ECRF testing included baseline testing with boots on the ground in 31 locations. Future testing will include a quick roll in and roll out of the ECRF, then test at original 31 locations. This will bring us to a decision point and we may test with other carriers. 2. UPS project is on track to be completed, and invoiced by June 30. 3. HVAC mechanical equipment "zone" replacement has been completed for all zones and spares are on order for commonly needed items. Budget permitting more expensive items will be purchased toward the end of the year. 4. HVAC controls project is stalled due to delay in funding carry over approval and contractor schedule.


Director's Report: George Long reported 1. We are moving forward with the EMD/EFD project. 2. Policy and procedure update work continues, hope to have it in front of the board in May. 3. RapidSOS should be ready to go live in 2-3 months. 4. Training continues and is going well. 5. State grant renewal is coming up, will be
KITTCOM Administrative Board Meeting

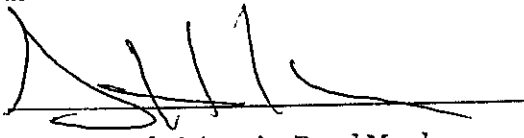


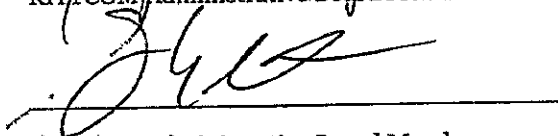
attending webinar about it soon. 6. National Public Safety Telecommunicator Week is next week. 7. Federal legislation is being introduced to reclassify dispatchers under the 9-1-1 SAVES Act.

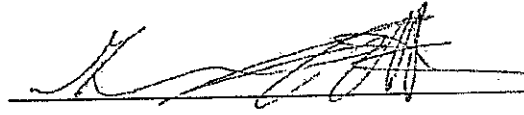
Good of the Order: John Akers advised this would be his last meeting and a new City Manager would start May 7.

Meeting was adjourned by consensus at 2:37 p.m.


KITTCOM Administrative Board Member


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ATTEST: Board Secretary George Long



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