

KITTCOM (Kittitas County 9-1-1)
Administrative Board Meeting Minutes
December 9, 2021
700 Elmview Rd, Ellensburg, WA

Attendance

At KITTCOM: Geoff Scherer, Hospital District 2; John Sinclair, KVFR (For Glenn Huffman) George Long, KITTCOM; Mary Morgan, City of Ellensburg; Darren Higashiyama, Kittitas County Sherriff's Office; Bryan Clark, KITTCOM; Heidi Behrends Cerniwey, City of Ellensburg; and Bill Dickinson, Kittitas County Fire District 7 On Zoom: Rob Omans, City of Cle Elum and Cory Wright, County Commissioner.

Meeting called to order at 1:31 pm.

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

Approval of the October 14, 2021 Regular Meeting Minutes: Mary Morgan moved to approve the meeting agenda as presented, Bill Dickinson seconded. Motion carried.

Approval of the December 2021 Blanket Vouchers: December 2021 payroll benefit and deduction in the amount of \$49,554.50 (check numbers 027574 through 027581, and 027622 through 0276632), October 2021 payroll direct deposit in the amount of \$68,518.29 (027556 through 027573, and 027622 through 027632) & and December 2021 Claims Funds in the amount of \$29,174.57 (check numbers 027601 through 027621). Mary Morgan moved to approve the vouchers for December 2021, Heidi Behrends Cerniwey seconded, motion carried.

2021 Budget Review: George presented the following information:

The KITTCOM Budget Committee consisting of Geoff Scherer, Heidi Behrends Cerniwey, Rob Omans and George Long met at KITTCOM on Wednesday, December 8, 2021 at 8am to discuss the remainder of the 2021 budget cycle.

Revenue analysis

Current Revenue (Great Plains report, plus \$65,818.94 just received from State) =
\$2,199,115.33

What we are missing:

FBI is behind \$2,453.25 presuming recent budget issues and this is noted as potential problem in our contract

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Line item for "ACCESS Reimbursement" is a carryover from 2020 that should not be there. \$960.00

State payment much smaller than expected. Will be short \$83,552.50 in basic services contract and \$7,955.85 in Coordinator Prof Development. (\$91,508.35 total)

Inadvertently, the original budget resolution was passed at the start of the year, never having moved any money discussed back to reserves. \$38,524.35

Total unexpected loss in Revenue \$94,921.60

Expenditure analysis

Have identified approx. \$150,000.00 in savings.

Areas where we were "over" in some categories need reassessed for 2022 but are not impacting the overall budget for 2021

Budget Amendment

The committee reviewed the situation and the Director will create the budget amendment to present to the board, based on the following:

Assume no DOJ/FBI revenue the rest of the year.

Factor in loss of State funds.

Confirm payroll for December (1 or 2 payments left)

Move \$5,000 from Capital Projects to Salaries and Wages for PT Tech funding (just in case fund)

With an eye toward the continued goal of rebuilding the contingency fund.

Resolution 2021-8 Budget Amendment B 2021: Mary Morgan moved approval of the amendment as presented, Bill Dickinson seconded. Motion carried.

Resolution 2021-9 Surplus: George reported that a microwave system was located in KITTCOM's possession that KITTCOM has no use for, however Washington State Patrol does. Request to surplus the system to WSP for \$1. Heidi Behrends Cerniwey moved to approve the resolution, Mary Morgan seconded. Motion carried.

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Verizon Contract Amendment: George reported that it has been many years since this contract has been updated or amended. This amendment updates the previous agreement to reflect work that has been previously done, to provide both parties with a clear and current agreement of what has been done at the Stampede site. This has been reviewed by the Director, PT Tech John Storch and legal with no issues or concerns. Mary Morgan moved for approval and Bill Dickinson seconded. Motion carried.

Coroner Agreement: George reported that this agreement expired in 2018. It has been updated to reflect current billing methodology, however the remainder of the agreement has been left intact. I am asking for approval of the Board Chair to sign once the Coroner has had time to review it with appropriate individuals at the County. It has been reviewed by the Board Chair, Director and Legal with no issues or concerns. Heidi Behrends Cerniwey motioned to approve, Mary Morgan seconded. Motion carried.

Policy Manual Updates: George reported that KITTCOM staff have reviewed the policy manual for any needed updates at this time. Aside from minor spelling, grammatical and updated language changes, the following are considered significant enough to warrant Board acknowledgement:

Removal of all references to an employee's pay. These are detailed either in the union CBA, an employment agreement with the employee and in all cases documented with City of Ellensburg Finance. The recommendation comes from very out of date pay information in the policy manual and the need to maintain that seems unnecessary.

Disposal of Surplus Property – Change this section to the following:

Equipment or property identified by the Director as no longer useful to KITTCOM because it is obsolete, broken beyond repair (or repair is not cost effective) or the property has been replaced or updated, shall be identified and listed in a Resolution for the Board to declare the items surplus property.

Surplus items that have no salvage value may be discarded as trash. Other items may be sold. If a sale is conducted, a legal notice announcing the sale will be placed in the local paper. The notice will refer to KITTCOM's web site, which will have the specifics about the sale and the available items, and the sale process.

If the Board elects to allow the sale of surplus items to KITTCOM member agencies, other public entities, amateur radio groups or non-profit agencies for one dollar (\$1), the Resolution will identify the specific items available to said entities.

In all cases of disposal, the resolution will detail the nature in which surplus items will be handled (for example, details of how a sale will be conducted) and must be approved by the Board prior to disposing of any surplus goods or publicly posting information about a sale.

Surplus property was discussed, and Heidi Behrends Cerniwey suggested George reach out to the State Auditor's Office to clarify what monetary level would be considered for "trash". George will follow up.

For A 4. Hours and Attendance

Remove the following paragraph due to direct conflict with the current CBA:

The Director reserves the right to reassign personnel to a different shift to cover extended vacations or sick leave or for any other operational necessity, including the facilitation of on the job training.

Discussion.

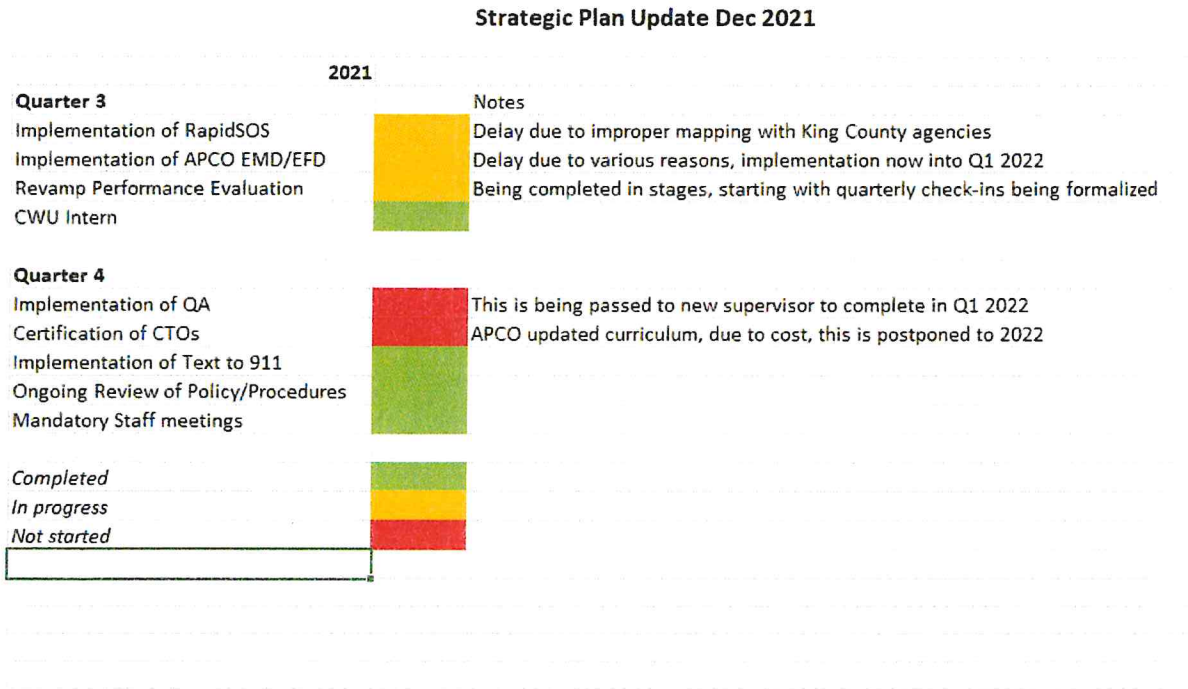
Under Leaves add "Emergency Leave"

Emergency Leave is defined as instances where an unforeseen event that an employee could not reasonably plan for that affects his/her livelihood or ability to work has occurred and is chargeable to the employee's vacation leave bank. Instances that are unforeseen but involve illness or injury would be charged to the employee's sick leave bank.

Remove section regarding Tuition Reimbursement as this has not been done for years at KITTCOM, nor has been something that has been part of the budget.

No further discussions or questions from the Board.

Strategic Plan Update: George presented the following:



Discussion followed, no questions.

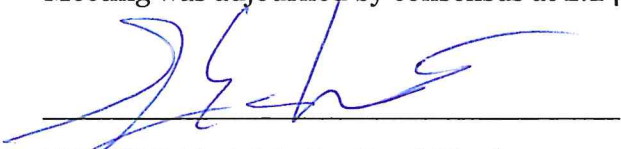
Discussion of County wide Broadband Project: George and Cory Wright discussed the project and the possibility of KITTCOM applying for grant funding, which also lead to discussion of radio replacement. George recommended that a committee be formed, lead by a member of the board and comprised of representatives from the user agencies to begin work on what a radio replacement would look like and how the broadband project could benefit KITTCOM. Due to turn over in the board, Geoff Scherer recommended the creation of the committee take place in January.

Director’s Report: George Long reported 1. SPFR Radio project is completed for the season and Dodge Ridge has a new repeater online. 2. Text-to-911 launched on Dec. 1. 3. Promoting Krystal to supervisor on Jan 1 and sending two to backgrounds for ESD openings. 4. Held second all staff meeting recently. 5. Working on response plans in preparation for cut over to APCO protocols. 6. Working with NORCOM on mending relationships and fixing operational issues.

Good of the Order: Geoff thanked Bill, Glenn and Mary for their service to the board. Their terms are over and new members will be joining the board in January.

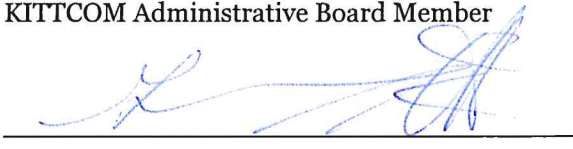
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Meeting was adjourned by consensus at 2:24 p.m.



KITTCOM Administrative Board Member

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ATTEST: Board Secretary George Long