

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

February 11, 2021

700 Elmview Rd, Ellensburg, WA

Attendance

On Zoom: John Sinclair (for Glenn Huffman), KVFR; Mary Morgan, City of Ellensburg Council; John Akers, City of Ellensburg; Cory Wright, Kittitas County Commissioner; Bob Johnson, KITTCOM & Bill Dickinson, Kittitas County Fire District 7. At KITTCOM: Geoff Scherer, Hospital District 2; and George Long KITTCOM. Absent: Darren Higashiyama, Kittitas County; Rob Omans, City of Cle Elum (due to family emergency)

Meeting called to order at 1:34 pm.

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

Approval of the December 10, 2020 Regular Meeting Minutes: Mary Morgan moved to approve the meeting agenda as presented, Cory Wright seconded. Motion carried.

Approval of the December 22, 2020 Special Meeting Minutes: John Sinclair moved to approve the meeting agenda as presented, Mary Morgan seconded. Motion carried.

Approval of the February 2021 Blanket Vouchers: February 2021 payroll benefit and deduction in the amount of \$61,151.35 (check numbers 026706 through 026717, and 026685 through 026685), February 2021 payroll direct deposit in the amount of \$71,582.24 (026687 through 026705, and 026656 through 026673) & and February 2021 Claims Funds in the amount of \$17,807.23 (check numbers 026686, 026684 and 026718 through 026743). John Sinclair moved to approve the vouchers for February 2021, Mary Morgan seconded, motion carried.

Engineer's Report: Bob Johnson reported the following: 1. KITTCOM tested and replaced pressure trip switch and finalized wiring after test of City Gas Alarms 2. Verizon is requesting changes at the Stampede site that are taking some of our engineering time. 3. We have been successfully with getting the Zetron Console programming software to run in Windows 10 and then moving the file to XP. This forestalls briefly the anticipated obsolescence of our console system. 4. We have started the replacement UPS project. 5. Discussed surplus one MTR2000 to County PW and asking for an antenna location in upper county. --board had no objection to this plan 6. T-Mobile lease amendment has been signed by both parties. 7. Bob discussed concern over the T-Mobile/Sprint merger that could reduce KITTCOM revenue by \$50,000 in 18-24 months. This is based on T-Mobile now referencing their Anchor project which we believe to be the physical side of their merger. 8. Agreement with Consolidated Communications (FairPoint) has been fully executed. We disconnected a two wire radio circuit with Vantage Fire Chief's consent. Money

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saved will help offset increased costs of dark fiber. 9. KITTCOM experienced a temporary business line outage on 2/10. Engineer is investigating possibility of implementing future changes to transport leveraging the dark fiber project to reduce risk of this a re-occurrence.

Resolution 2021-1: 2021 Budget Amendment A: George Long presented the following information:

2020 Budget Final Outcome

After an extensive review of the 2020 Budget after year end, it was determined that, without the assistance of reserve funding, we were actually under budget by \$76,487. Contributing factors to this:

- Systems issue, where the City of Ellensburg system did not match with KITTCOM's in-house system, causing calculations on expenditures and revenue to be off.
- Director's lack of "feel" for KITTCOM's budget in a short time frame, seeing individual line items in the spreadsheet well over spent suggested other areas would as well, when they did not.
- A large amount of sick leave related overtime in November did not occur in December as anticipated.
- Staff reduced spending, and found other solutions in December reducing spending costs.
- A large expenditure at the end of the year was stopped after realizing there was an invoicing problem with the vendor and the payment had already been sent.
- In the area of employee pay, KITTCOM over spent by over \$60,000 as expected, however made up for it in the overall budget with unspent funds.

This leaves us with \$76,487 under spent funds, plus \$250,000 from reserve funds that were approved for expenditure, leaving us with \$326,487 left in 2020.

Carry over to 2021

After review with the budget committee (via email and phone due to schedule conflicts that made meeting in person or at the same time difficult) the following is recommended for carry over and distributed accordingly:

Carry over to reduce User Fees: \$48,698.65
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Personnel Wages & Benefits: \$38,868

Overtime: \$56,477

Capital Projects: \$133,919

- Dark Fiber Project NRC and MRC: \$10,920
- HVAC Equipment Replacement and Upgrade: \$75,500
- Camera Surveillance Project: \$3,500
- PSTN Telephone line migrations for Geo-Diversity: \$3,500
- Purchase of Delay Channel Banks and Audio Shelves from Whitman County: \$10,000
- Stampede Site 48VDC Plant Hardening: \$12,500
- KITTCOM Carpet Replacement and Updating Breakroom: \$8,000
- Consultant for reviewing/pursuing 1/10th sales tax: \$9,999

Total Carry Over: \$287,962,962.65

Return to Contingency Funds: \$38,524.35 (Total Contingency once budget approval reached: \$288,524.35)

Additional Projects and Funding:

- Finishing UPS project: \$26,500. Up to this amount granted by the State. Funds not used will not be issued, so this will solely be for this project. The contract amendment will go before the County Board of Commissioners on Tuesday, Feb. 16.
- APCO EMD/EFD transition: \$10,778.54. This amount will be a shared cost by the Fire/EMS user agencies with no cost expected cost to KITTCOM.

Steps being taken by KITTCOM staff to streamline and provide better oversight of finances:

- Director attending State BARS training in Feb
- Staff attending presentations by City Finance staff on use of Great Plains, so that we can start managing all through one system, rather than the City having one, and KITTCOM having multiple spreadsheets.
- Inventory is being conducted at KITTCOM so that solutions can be found for equipment issues rather than just expending funds first.
- The simplistic resolution will now reflect the BARS codes that we will use. This will reduce errors in "What item do I put this under", which will allow staff to enter their invoices into Great Plains as they come in. It also allows for spending at KITTCOM without having to come back to the Board for small changes.

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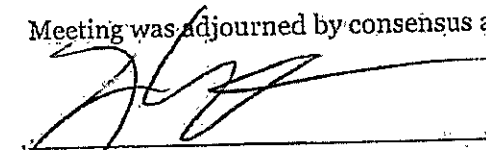
- Better reporting at Board meetings on finances to show not only expenditures for the month, but also revenue and where we are at overall with the Budget.
- Requesting the Budget Committee meet on a more regular basis as a double check of ongoing changes in finances.
- Actively seeking grant funding for various projects

2021 Budget Amendment A: George Long presented the 2021 Budget Amendment A to the Board for approval. There was discussion by John Sinclair, Geoff Scherer, George Long and Cory Wright on the need for money for a contractor to assist in pursuing a 1/10th of 1%, and consensus was reached to hold the money for now and make a decision later after looking into it further. Cory Wright moved to approve the 2021 Budget Amendment A, John Sinclair seconded. Motion carried.


Director's Report: George Long reported 1. Bob Johnson has given a retirement date of June 30. With this there needs to be planning and quickly on how to transition to a new person, and a determination of what that position looks like needs to be made. George further explained some complexities of Bob's current role with KITTCOM and level of service provided. A meeting will be scheduled in the near future with George, Bob and others to discuss this, George has asked for a board member or two to attend as well. 2. The City of Ellensburg is currently undergoing an annual audit, which in turn caused KITTCOM to have payroll documents from 2014 to present be audited. George has been assisting the Finance Department with locating information. 3. KITTCOM will be conducting training meeting later this month in an effort to bring the training team to the same page; similar idea to the monthly admin meetings which have been working very well. 4. Courteney started on Feb 3 and is doing well. Chanelle has agreed to full time status by June 1. 5. Results of Employee survey were shared with the Board. 6. Reminder of the strategic planning kick on Feb. 18 at 3 pm.

Good of the Order: John Sinclair discussed a concern he had about local response to a call, needing input from others on call. Discussed.

Meeting was adjourned by consensus at 2:11 p.m.



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 ATTEST: Board Secretary George Long

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