

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

January 14, 2021

700 Elmview Rd, Ellensburg, WA

Attendance

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

Meeting called to order at 1:31 pm.

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

Approval of the December 10, 2020 Regular Meeting Minutes: John Akers moved to approve the meeting agenda as presented, Bill Dickinson seconded. Motion carried.

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

Approval of the December 2020 Year End Blanket Vouchers: December 2020 year end run payroll benefit and deduction in the amount of \$17,155.80 (check numbers 026573 through 026581, December 2020 year end run payroll direct deposit in the amount of \$35,282.11 (026555 through 026572) & and December 2020 Claims Funds in the amount of \$38,972.57 (check numbers 026553, 026554 and 026582 through 026607). Mary Morgan moved to approve the vouchers for December 2020 Year End, Bill Dickinson seconded, motion carried.

Approval of the January 2021 Blanket Vouchers: January 2021 payroll benefit and deduction in the amount of \$40,595.61 (check numbers 026628 through 026639), January 2021 payroll direct deposit in the amount of \$35,396.30 (026609 through 026627) & and January 2021 Claims Funds in the amount of \$26,508.22 (check numbers 026642 through 026655 and 026640 and 026641). Bill Dickinson moved to approve the vouchers for January 2021, Mary Morgan seconded, motion carried.

Engineer's Report: Bob Johnson reported the following: 1. Whitman County does not expect to post their surplus equipment until sometime in mid-February. 2. We continue to work with the new security system and CCTV to work out bugs and move settings to fit KITTCOM needs. 3. We are working through an outage on Snoqualmie Pass that is impacting the .190, 800 mhz and landline 9-1-1 access. KITTCOM is assisting NORCOM with dispatching efforts via the TRIS.

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Discussion of 2021 Budget: George Long discussed that because of concerns surrounding the 2020 budget, that he had been reviewing the 2021 budget. During his review he found several areas lacking in funds to include pay roll, overtime, utilities, dispatcher training, travel, and technical projects. Bob Johnson provided an overview for the board of projects that were either started and never completed or projects that need to be started to ensure stability of the radio system. These projects included replacement of the microwave system, base station radios that are aging, console systems that are no longer supported, and emergency repair trips to sites that are not accounted for normally. When past funding was shifted to something else, no funds were budgeted or allocated back to the projects. It is anticipated KITTCOM is upwards of \$190,000 short in funding for 2021. George requested and will be scheduling an in person Budget Committee meeting to determine the needs and funding path for 2021.

Discussion of Possible Revenue Sources for KITTCOM: George Long explained that as the use of contingency funds have been used, and short falls continue to be found, that finding sources of revenue need to be found. George is currently working on a couple of grant funding applications that will bring in a small amount of money if awarded and was able to, with Bob Johnson's assistance, obtain \$26,000 in additional grant funding from the State 9-1-1 office to finish the UPS project, but no other sources have been formally discussed. Discussion followed, with a final recommendation being made that the Budget Committee take a first look at this item when they meet to discuss the 2021 budget.

Open Discussion of KITTCOM Strategic Planning: George Long opened the discussion explaining that there are several technological advances that KITTCOM can make, training requests being made by dispatchers and a lack of funding is driving a clear need for developing a strategic plan for KITTCOM. Discussion, with final decision being that George will set up a Zoom meeting with interested Board members and User Agency heads to discuss the need for a 3-5 year plan, with intent to form a small working group from that meeting to start formally meeting and developing a plan.

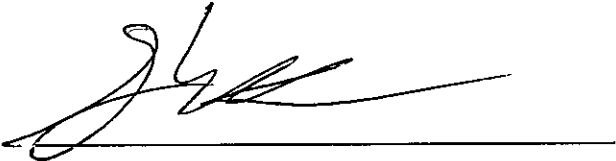
Director's Report: George Long reported 1. One candidate has verbally accepted a job offer with a start date of Feb. 3, 2021. The hope is to be fully staffed by mid-2021. 2. Employee survey was sent to all staff of KITTCOM. Results are back in, but have not had much time to review. Clear needs and themes exist within the survey that will be helpful in future planning and addressing current concerns of staff. 3. Facebook page has not been stood up due to records retention concerns, George and staff are reviewing for a solution. 4. EMD/EFD protocols need to be replaced due to liability to agencies and no longer serving the needs of KITTCOM, the users or the community. APCO's program is being pursued, next conversation to take place at the next Fire Chief's Association meeting. Cost to KITTCOM should be nothing, as cost of purchase, training and implementation will be shared with appropriate users. 5. George has registered for BARS training in February.

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Good of the Order: Mary Morgan asked and consensus was reached, that future Board meetings be held on the Zoom platform, rather than by conference call alone.

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



KITTCOM Administrative Board Member

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ATTEST: Board Secretary George Long



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