

KITTCOM (Kittitas County 9-1-1)
Administrative Board Meeting Minutes
July 8, 2021
700 Elmview Rd, Ellensburg, WA

Attendance

At KITTCOM: Bill Dickinson, Kittitas County Fire District 7; Rob Omans, City of Cle Elum; George Long, KITTCOM; Mary Morgan, City of Ellensburg; Geoff Scherer, Hospital District 2; Darren Higashiyama, Kittitas County; Bryan Clark, KITTCOM; Bob Johnson, KITTCOM; John Sinclair, KVFR and Heidi Behrends Cerniwey, City of Ellensburg. Absent: Cory Wright, County Commissioner

Meeting called to order at 1:35 pm.

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

Approval of the June 10, 2021 Regular Meeting Minutes: Mary Morgan moved to approve the meeting agenda as presented, Heidi Behrends Cerniwey seconded. Motion carried.

Review of KITTCOM Finances: George Long presented the following information which also served as the budget committee report from July 7, 2021:

Expenditures - \$1,298,056.57 (50% of expected)

Revenue - \$1,003,804.74 + \$211,475.65 from contingency (46% of expected)

- Not all state grant funds have been collected (approx \$153,000)
- Third quarter billing starts this week
- Will begin billing Fire/EMS agencies for EMD/EFD project

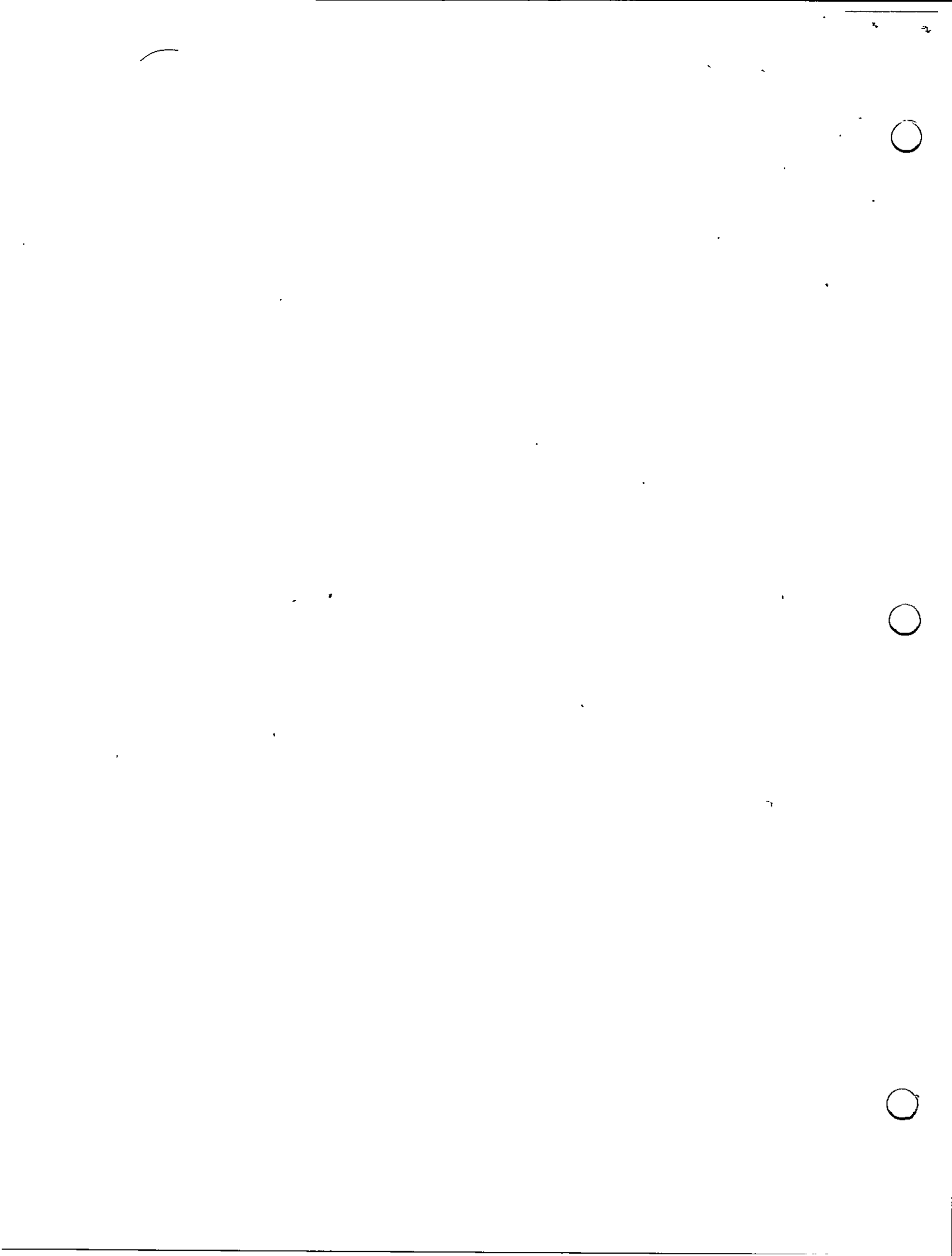
Cost savings (current or expected):

- \$36,542.59 will be unspent for the Engineer position
- Approx \$22,000 unspent for a part time ESD who is now full time
- SAO Audit will come in about \$10,000 under budget
- Unknown amount, but expect moving to "break/fix" with radio system will show cost savings

Expected Increases:

- Part time Tech is 87% expended. Reevaluating need, to include capital projects, expect engineer cost savings to cover this.
- Increase in benefits costs (collecting information)

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- Insurance increase due to reassessed values, increase of approx. \$5,000 expected
- Social media recording, \$2,500. Expect this will be absorbed through cost savings in several areas

Working to create draft 2022 budget, staff investigating costs and where some figures have come from. Overtime expenses have been low so far, but expected to increase over the summer.

Approval of the July 2021 Blanket Vouchers: July 2021 payroll benefit and deduction in the amount of \$72,951.68 (check numbers 027138 through 027147, and 027118 through 027137), July 2021 payroll direct deposit in the amount of \$97,107.77 (027118 through 027137, and 027147 through 027166) & and July 2021 Claims Funds in the amount of \$57,058.14 (check numbers 027181 through 027210). Mary Morgan moved to approve the vouchers for July 2021, Bill Dickinson seconded, motion carried.

Appointment of Agent to Receive Claims, Resolution 2021-5: George reported that he had been notified by both insurance and the county auditor that this was not currently on file with the auditor's office, and was required. Past practice had been to assign a person, however this resolution would assign the "agent" to be the "Director" of KITTCOM. John Sinclair moved to approve the resolution and Mary Morgan seconded. Motion carried.

Results of SAO Three Year Accountability Audit: George reported that the audit was complete and the final report would be published soon. KITTCOM did fine, but he did receive some feedback on areas for possible improvement which included addressing tracking of small and attractive assets, double checks of payroll and including in policy how vacation time is paid out and carried over. George will look to address these with staff immediately and bring any policy changes to the board in August.

Report of "Stolen" Radio Equipment in KITTCOM's Possession: On Tuesday June 22, 2021 George was advised by staff that an employee with AVTECH reported that KITTCOM was in possession of monitoring equipment that was showing stolen in their system. Staff collected serial numbers for all related products and provided them to KCSO at my request (K21-24978). Deputy Corbett responded and checked items for stolen in the criminal system, of which they were not listed. In further contact with AVTECH, Deputy Corbett received a letter explaining the property was not stolen. The equipment is now being transferred into KITTCOM's name with AVTECH.

This issue highlights the problem of purchasing critical equipment from places such as Ebay, which was the case here. Since that George has given direction to staff to cease purchases from Ebay and that we will need to reevaluate the budget for operations and maintenance going forward so we can afford to purchase from a reputable dealer. However, should Ebay be the only solution for purchase, that will be consider on the most extreme cases and only on a case by case basis.

Financial Planning Subcommittee Report: The KITTCOM Financial Subcommittee met at KITTCOM on June 29, 2021 with George Long, Cory Wright, Darren Higashiyama and Heidi Behrends Cerniwey. The group reviewed that the overall goal of meeting was to seek sources of revenue to support a dependable public safety communications system. The following items were discussed and George will prepare more detail on each item and determine possible data sets that support each, ahead of the next subcommittee meeting:

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- Radio System
- Operations and Maintenance
- Call Volume increase
 - Staffing swings
 - Agency Response needs/overlap
 - Freeway calls
 - Seasonal calls (recreation)
- Asset Needs
 - Consoles/staff spots
 - Building Security
 - Electrical load
 - HVAC
 - Potential increase in space/remodel

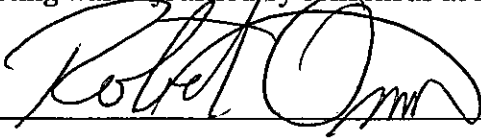
Director's Report: George Long reported 1. ECRF testing has been completed and implemented at KITTCOM. 2. EMD protocols are nearly drafted and as soon as KITTCOM gets an update from APCO, we will be able to send them off to be formally drafted by APCO. EFD protocols will be looked at as soon as we can get some Chiefs together. 3. Fire responses the last three weeks have been keeping KITTCOM busy, requiring numerous emergency call backs of staff. This highlights the need for improved staffing at KITTCOM going forward, but George did express his appreciation for those who came, and in one case taking staffing to six ESDs on duty. 4. Text to 9-1-1 upgrades are in progress and we expect to test in July. 5. UPS work is complete and is working as evidenced by needing to switch to generator power a couple of weeks ago due to brown outs at KITTCOM. 6. The hiring process brought in five applicants and we will be interviewing one. George asked the board about policy language that says KITTCOM does not keep a hiring list. After discussion, consensus was reached that KITTCOM should keep a hiring list for up to one year, George will investigate the legalities of doing so and will implement if there are no issues. 7. Grant County Fire District #3 invited KITTCOM to the Gorge Amphitheater for a walk through with their Fire District, George and two ESDs attended and the information was well received. 8. The City reported they had recently been audited as it related to paying for dental and vision benefits. They are paying part of a deficit that was found but are contesting most of it. George will report when he knows more. 9. Staff will be having an Admin meeting on Monday.

Good of the Order: John Sinclair and George Long discussed the recent implementation of the "4th alarm" for fire response and how it was working. Mary Morgan discussed interest in the board finding some way to show appreciation for the dispatchers in light of the past staffing issues and current wildland fire season. Discussion followed, Mary will follow up.

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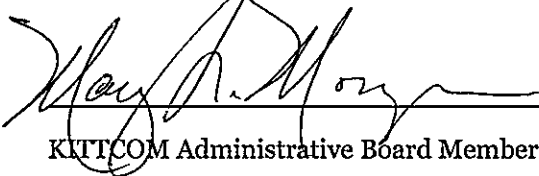
Meeting was adjourned by consensus at 2:30 p.m.



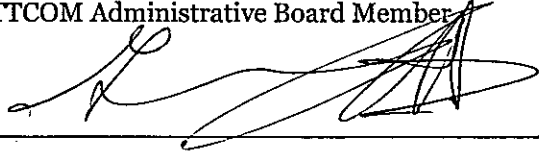
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ATTEST: Board Secretary George Long

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