

C

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

**March 18, 2021**

**700 Elmview Rd, Ellensburg, WA**

**Attendance**

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

**Meeting called to order at 1:32 pm.**

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

**Approval of the February 18, 2021 Regular Meeting Minutes:** Mary Morgan moved to approve the meeting agenda as presented, John Sinclair seconded. Bill Dickinson made two corrections. Motion carried, adopting the changes.

**Review of KITTCOM Finances:** George Long presented the current revenue and expenditures for KITTCOM. Revenue totaled \$492,900.84 and expenditures \$485,335.96.

**Approval of the March 2021 Blanket Vouchers:** March 2021 payroll benefit and deduction in the amount of \$61,579.70 (check numbers 026772 through 026772, and 026794 through 026806), March 2021 payroll direct deposit in the amount of \$73,455.76 (026744 through 026763, and 026773 through 026793) & and March 2021 Claims Funds in the amount of \$35,235.75 (check numbers 026836 through 026863). Bill Dickinson moved to approve the vouchers for March 2021, John Sinclair seconded, motion carried.

**Review of State Auditor Report:** George Long reported that the report for the SAO was completed by the City of Ellensburg Finance Department and reviewed in detail with him on Monday. George had been involved in information collection on this report and concurred that it was accurate. Board approved Chair and Secretary to sign memo to State stating it was approved by the board.

**Review of Admin Policy regarding asset tagging:** George reported that during the recent work with the City of Ellensburg for the SAO report, it was discussed that KITTCOM has a low threshold for asset tagging (\$500). It was recommended this decision be reevaluated, as the limit can be set up to \$5,000. The current level is rather low, considering the cost of assets today in the communications profession, and I ask that we revisit the need for such a low amount. The issue was discussed and the board agreed to raise the amount to \$5,000 and that policy be

*KITTCOM Administrative Board Meeting*



updated to reflect that with a clear statement regarding tagging and inventory of "small and attractive" items.

**Discussion of Part-Time Tech Travel Expenses:** George reported that historically KITTCOM has not paid travel expenses for the PT Techs who live out of the area, but are asked to come to KITTCOM or Kittitas County to do physical, onsite work. This means no per diems are paid, and no hotel is afforded. Discussion. Final outcome is that George will do some further research of impacts and union implications to be reported back at the April meeting.

**Resolution 2021-2: Surplus:** As KITTCOM works to clean up inventory, items in the resolution were determined to be ones to surplus. Also request to update past resolutions on surplus items that have not yet been removed. Darren Higashiyama motioned to approve the resolution as written, Mary Morgan seconded. Motion carried.

**Request for Budget Committee Meeting:** George requested the budget committee meet to review current financial standing and upcoming cost increases and spending interests of KITTCOM. George will send an invite for a meeting for the end of March.

**Bank of the West Account Updating:** George reported there are two online platforms; one is used by the City of Ellensburg to pay bills and the other is a view only type of account, allowing access to approved users to see the account but not manipulate it. In reviewing who is an authorized user of the account (user in this case does not mean they are actively accessing anything) old accounts were found, dating back through two previous directors. Bank of the West requires signatures and documentation of the changes, of which the documentation provided by Bank of the West was reviewed and requested to be adopted showing George Long, Geoff Scherer, Jerica Pascoe, and Lynn Perrie as the only people with any access to either system. Mary Morgan moved that the Bank of the West accounts and access should be updated to only those people with a current and fiduciary interest in KITTCOM. John Sinclair seconded, motion carried.

**Engineer's Report:** Bob Johnson reported the following: 1. KITTCOM has been asked by the State to engage in emergency call routing testing (ECRF). Testing will take place on March 31, and will route calls based on X/Y coordinate, rather than cell sector. George Long furthered that the change has the possibility of having significant operational impacts to KITTCOM, something others had expressed as well during a State Coordinator call, so he is thankful to the State and Bob for leaning forward on this. 2. In the April Board meeting, Board members should be prepared to appoint a replacement for Bob on the UAC. 3. The DC power project on Stampede is going to come in under budget, but the work being done there should be done at other sites as well such as Beverly and Craig Hill. Bob suggested the unused funds assigned to Stampede be used to do the same work at other sites, Board concurred. 4. Bob is looking at a site at Roslyn Ridge and possible trade for services with Inland. This would be advantageous for radio coverage in that area. 5. HVAC work continues with zone 2 complete and zone 1 being completed Monday.

*KITTCOM Administrative Board Meeting*




Controls work will not be started until possibly this fall due to a delay and full work schedule by the vendor. This may need to be carried over into 2022. 6. Whitman County will be selling surplus radio equipment but will need a check at time of pick up. Board approved payment of \$9,999.00 ahead of the April voucher run. 7. Discussion and presentation on Radio Engineer Succession Planning.

**Director's Report:** George Long reported 1. Trainees are progressing as hoped. 2. Section 125 (Flexible Spending Account) plan has been located and are working on bringing that on board in response to a lack of plan as required by the collective bargaining agreement. 3. Updates regarding discipline were made to the KITTCOM policy manual, as the current wording violated the collective bargaining agreement. George will be working to update the manual and will bring changes to the board for review before full implementation unless other CBA violations are found, which will be changed when found then reported to the board. 4. George completed the State BARS training and COML training recently and is scheduled for an Executive training with the National Center for Exploited and Missing Children (NCMEC). 5. Briefly discussed technology that is being actively looked at to implement into KITTCOM to include Pulse Point, RapidSOS, Text-to-911, and CAD2CAD. Discussion of each. 6. Have signed agreement with APCO for EMD/EFD protocols, looking at "go live" in October. Priority Dispatch has been notified of our intent to stop using their services. 7. Strategic planning meeting next week, got good feedback from the first meeting that will help with the next meeting. 8. We are currently cleaning up inventory at KITTCOM. We expect several more surplus requests to be coming and we will be leasing a storage unit to assist with cleanup efforts through no later than the end of the year. 9. All staff meeting is scheduled for the end of April.

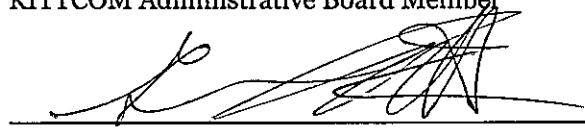
**Good of the Order:** None.

Meeting was adjourned by consensus at 2:56 p.m.

  
KITTCOM Administrative Board Member

  
KITTCOM Administrative Board Member

\_\_\_\_\_  
KITTCOM Administrative Board Member

  
ATTEST: Board Secretary George Long

