

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

May 13, 2021

700 Elmview Rd, Ellensburg, WA

Attendance

On Zoom: Chris Whitsett (For Darren Hig), Kittitas County; Cory Wright, County Commissioner; Bill Dickinson, Kittitas County Fire District 7; Bryan Clark, KITTCOM; Bob Johnson, KITTCOM; and Rob Omans, City of Cle Elum (left at 2:30 pm) At KITTCOM: Geoff Scherer, Hospital District 2; Glenn Huffman, KVFR; George Long, KITTCOM; Mary Morgan, City of Ellensburg; and John Sinclair, KVFR.

Meeting called to order at 1:31 pm.

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

Approval of the April 8, 2021 Regular Meeting Minutes: Cory Wright moved to approve the meeting agenda as presented, Glenn Huffman seconded. Motion carried.

Review of KITTCOM Finances: George Long presented the current revenue and expenditures for KITTCOM.

Approval of the May 2021 Blanket Vouchers: May 2021 payroll benefit and deduction in the amount of \$65,375.40 (check numbers 026935, 026957 through 026966, and 026988 through 026999), May 2021 payroll direct deposit in the amount of \$79,625.32 (026936 through 026956, and 026967 through 026987) & and May 2021 Claims Funds in the amount of \$33,070.09 (check numbers 027000 through 027028). Mary Morgan moved to approve the vouchers for May 2021, Glenn Huffman seconded, motion carried.

Follow up to Part-Time Tech Travel Expenses: George Long revisited a previously discussed topic, presenting information located in current policy, procedure and the collective bargaining agreement. Current policy and procedure conflict, and while nothing is in the CBA we have a past practice of not paying for Part-Time techs to come to KITTCOM from out of county for projects. Discussion. Conclusion is that George will work with Geoff and Mary to create a very narrow policy, overseen by the Director, to allow for payment of per diems and hotel for out of county part-time techs with project specific expertise to come to KITTCOM to assist.

KITTCOM Admin Policy Updates: George Long proposed updates to the policy manual to the Board to include:

- Remove procedures from this manual and move any operational procedure language to the procedure manual.

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- Removal of language that suggests, states things such as “shall” and excessive wording. It is recognized that this policy manual may be written more from an employee handbook stand point, and can still serve as such, however, current language in some cases is unenforceable (such as “shall call in 1 hour prior to start of shift” rather than “will”.)
- Cleans up language that makes chain of command questionable. In all areas where a supervisor should be the first point of contact, “or Director” was removed.
- Cleaned up language to current terms, such as Daily Observation Report rather than Journal.
- Created a policy review cycle of twice per year, allowing for time to review, present to the Board and update staff.
- Clarified Personnel file vs a supervisor file and that supervisor files must be cleaned out once a year.
- Updated “Inventory of Assets” as approved in previous Board meeting.
- Identified use of electronic signature (defined) and that taking pictures of timesheets for submittal is not authorized.
- Removed the suggested use of MAP for performance evaluations. This will be updated in the next cycle with what staff will be using.
- Made clear that KITTCOM will use the APCO CTO program.
- Clarified how an employee will be released to work on their own.
- Placed responsibility of probationary employees just released from training on their direct supervisor rather than the training supervisor.
- Updated that staff will identify they are calling on a recorded line when needing to use a recorded line for a personal call.
- Standardized signature lines for emails.
- Removed section regarding KITTCOM vehicle as one is not owned.

There were no objections by the board to these changes.

Surplus Resolution 2021-3: Mary Morgan made a motion to approve the surplus resolution as written for surplus monitors. Rob Omans seconded. Motion carried.

Strategic Plan Adoption Resolution 2021-4: George Long presented the final strategic plan to the board, asking that it be adopted by resolution to show Board support toward it. Bill Dickinson motioned to adopt the plan and Glenn Huffman seconded. Motion carried.

Engineer’s Report: Bob Johnson reported the following: 1. ECRF testing continues. All carriers and sites pointed at KITTCOM are using GIS and only a small fraction of the calls are being routed by location, most are being routed by default. Next week more testing will take place with Thursday being a decision point to keep KITTCOM on ECRF or roll it back. 2. The UPS project is on time, under budget and State funded. 3. SPFR repeater project is on stasis due to Bob’s departure coming up and the need for work to be done at KITTCOM to prepare for that. To date, there is also a lack of lease,

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agreements and transport for the planned project. RoIP is being implemented, as a plan B. The Director has been engaging the SPFR Chief regarding the situation. 4. Experiencing challenges on UAC. Discussion. 5. Wireless routing plans need to be audited. 6. Moving forward with IPAWS access for EAS. 7. T-Mobile anchor project is moving forward with John Storch taking the lead on this for KITTCOM, concern around the future of Sprint on our tower. 8. Discussion around an "abandonment switch".

Director's Report: George Long reported 1. Attended the public hearing on Behavioral Health's ask for their 1/10th of 1% and attended the last COG meeting. 2. Have started talking to KVHN regarding 9-1-1 calls since we are the first point of contact for many. 3. Have completed APCO EMD training and card work is underway. 4. Working to address concerns regarding PDRs and our interlocal, will be providing training to agencies. 5. All staff meeting was held on April 26. 6. Work with the county EMS office regarding data sharing, specific to cardiac incidents. 7. We are completing our ACCESS audit and starting our SAO 3 year accountability audit. 8. Completed NCMEC Executive Leadership course. 9. Text to 9-1-1 is moving forward with phone upgrade coming soon, implementation for fall. With that we are preparing to start a public education campaign of who KITTCOM is, then how text works. 10. One trainee has completed training. 11. Have completed upgrades to our training room. 12. Thanks to increase in PT tech funding approved by the board, we are catching up on engineering work that needed to be done in the last few years. George thanked the board for this and asked that this be remembered going forward into other budget years. 13. Engineer recruitment planning continues, have slowed due to news other agencies around KITTCOM are seeking similar positions. Looking for opportunities to share a position, or candidates for the position. We are moving to a "break/fix" on the radio system so we can operate until the end of the year with PT Techs, but we need to have a full time person on board by Jan. 1.

Good of the Order: Mary Morgan reported greetings from the new City Manager for Ellensburg. John Sinclair asked the Board Chair to establish a subcommittee to explore stable sources of funding for KITTCOM. Discussion lead to conclude that members should include the Chair, Glenn Huffman, Cory Wright, and the new City Manager. Geoff will follow up.



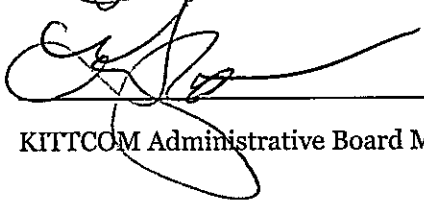
Meeting was adjourned by consensus at 2:40 p.m.



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ATTEST: Board Secretary George Long

