

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

September 9, 2021

700 Elmview Rd, Ellensburg, WA

Attendance

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

Meeting called to order at 1:37 pm.

Approval of the Meeting Agenda: Heidi Behrends Cerniwey moved to approve the meeting agenda as presented, Rob Omans seconded. Motion carried.

Approval of the August 11, 2021 Regular Meeting Minutes: Heidi Behrends Cerniwey moved to approve the meeting agenda as presented, Rob Omans seconded. Motion carried.

Review of KITTCOM Finances: George reported the following: Expenditures - \$1,654,317.39 (63.5% of expected) and revenue - \$1,534,594.59 + \$211,475.65 from contingency (66.6% of expected). We have been holding costs down by using equipment on site rather than buying more. Expect to have a large surplus document to present next month.

Approval of the September 2021 Blanket Vouchers: September 2021 payroll benefit and deduction in the amount of \$55,059.27 (check numbers 027318 through 027325, and 027346 through 027356), September 2021 payroll direct deposit in the amount of \$72,273.95 (027299 through 027317, and 027327 through 027345) & and September 2021 Claims Funds in the amount of \$16,714.53 (check numbers 027357 through 027379 and 027298). Darren Higashiyama moved to approve the vouchers for September 2021, Heidi Behrends Cerniwey seconded, motion carried.

Budget Committee Meeting Report on 2022 Budget Planning: George presented the following information:

The budget committee met on September 2, 2021 to discuss the draft budget for 2022, KITTCOM needs in 2022 and beyond, and to create a recommendation for user assessment fees for 2022. Present were Heidi Behrends Cerniwey, Rob Omans, Geoff Scherer and George Long.

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First reviewed was the challenges faced by KITTCOM and the need for change after over a decade of no change in KITTCOM staffing or funding models, but a clear increase in the amount of work expected by KITTCOM staff and need for updating technology to include the radio system. In 12 years there has been a 31.5% increase in radio logs, in three years a 4.5% increase in 9-1-1 call volume and no change in staffing model since 2005.

In reviewing the draft 2022 budget, it was determined that \$2,536,715.72 is needed to keep KITTCOM operating into 2022. This does not include any capital projects. Expected revenue, not including user assessments, is \$1,001,402.45. This means that it would take a 15% increase in user assessments to keep KITTCOM running.

The budget committee discussed that simply keeping the doors open is no longer acceptable for KITTCOM, and that work must be done to bring the agency forward of its current position. This requires raising user fees to a level that would allow KITTCOM to grow and develop, but also being mindful of how agencies collect their revenue and what the impact would look like. The following is the recommendation of the committee for user assessment fees and what the KITTCOM 2022 budget would look like.

Recommendations:

User assessments set at \$5.00 per radio log, an approximate 24% increase from the \$4.019 assessed in 2021. In addition, law enforcement agencies will continue to pay "cost center" costs, or the shared cost of Spillman and other technology related costs specific to them.

In 2022 this increase would allow KITTCOM to start addressing the need for a backup center, increase in staffing due to the increase in workload, make advancements in radio communication for itself and users and provide a secure area (fencing) at KITTCOM for employee safety.

One Full Time ESD

- \$30,000

Comments

- Position was inadvertently added to budget already
- Additional cost beyond budget is if we hire a lateral
- Puts us closer to goal of 16 to address increase of workload

Promote one ESD to Supervisor

- \$9,000

Comments

- Moves closer to goal of one supervisor per shift
- Provides promotion opportunity that has only been talked about over the last 2+ years
- Could assist with limited administrative duties

Back Up Center

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- \$15,000

Comments:

- Phone work and some back-up work will likely be completed 2021 with current budget for facilities
- Potential Cost Share with City of Ellensburg IT
- Staff expects that this project will take time and be completed in phases over the next few years
 - What can we do now
 - What can we do with some money
 - What is the dream plan, likely utilizing grant funding

800 MHZ Radio on Skymeadows for interoperability needs

- \$5,000 in equipment

Comments:

- Provides for interoperability in upper county with King County
- Would provide for limited interop in lower county with others
- User agency requested

Kittitas Water Tower Antenna

- \$30,000 to lay fiber and run up the tower, plus antenna

Comments:

- Mutual interest in project by KITTCOM and KPD
- Potential cost share with KPD and City of Kittitas

Securing Facility with Fencing

- \$50,000

Comments

- Need RFP/RFI to confirm
- The previous quote was for the entire property
- Actual need is employee parking, the tower all to the building which is a significantly smaller foot print.

These additions do not negate the need to continue to look to the future and plan to invest in it. To that end, it is important to remember our strategic plan of continuing to increase staffing

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levels, upgrade technology that leans KITTCOM into the future, and includes plans to refresh/replace the radio system to something more interoperable and understood by others.

George also pointed out the recommendation included a \$5,000 a year increase for the Information Systems Analyst, no money specifically allocated for a Communications Engineer and a significant increase in part time tech funds.

These additions do not include putting money in the reserve fund. The recommendation remains that as much carry over from 2021 as possible be placed back in reserve, a review of KITTCOM finances be conducted to determine what an appropriate reserve fund should look like, and start considering other reserve funds for future needs.

We can expect a need for another large increase in 2023, while KITTCOM continues to seek additional funding sources.

Bill Dickinson raised concern regarding a lack of Communications Engineer to take KITTCOM into 2022, to maintain the current system and determine what is needed for the future. George and Darren commented the Board had this discussion a couple of months ago, where PT Tech would fill the role with John Storch taking the lead, until such time as funding and knowledge of what was out there could be determined. With that knowledge, KITTCOM would be able to recreate and recruit for the position it needs in the future, rather than trying to find a fit now and hope that it worked going forward. Bill again reiterated his concern. Rob Omans and Heidi recommended taking some funds from the Kittitas Water Tower Project and allocating them specifically for the need of bringing an engineer in, should that problem arise. It was discussed that \$10,000 would be a start that would allow KITTCOM to start work on a problem without calling an emergency board meeting to reallocate funds right away.

Resolution 2021-6, 2022 Budget: Heidi Behrends Cerniwey motioned that the Board adopt the Resolution, which would set the user assessment fees at \$5.00 per radio log for 2022, with the amendment that \$10,000 be taken from the Kittitas Water Tower project, and specifically be allocated into Professional Services in case an engineer was needed for an urgent situation. Darren Higashiyama seconded. Motioned carried.

KITTCOM Renewal of IGA with State of Washington for TERT: George reported that the agreement that allows KITTCOM to send ESDs out of state to assist other centers in a disaster had expired. By renewing this agreement, it does not obligate KITTCOM to respond in a disaster and as George is the Washington State Coordinator for TERT and a co-chair of the national oversight committee, he is comfortable with the agreement and avoiding putting KITTCOM in a bad position when deployments are requested. Darren Higashiyama motioned that the IGA should be renewed, Heidi Behrends Cerniwey seconded. Motion carried.

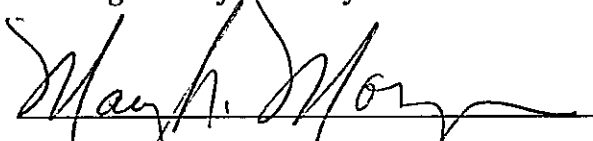
Director's Report: George Long reported 1. We completed an update to Spillman this morning without issue. This brings us to the same version as RiverCom, so we can start work on CAD2CAD again. 2. Users, the County Prosecutor and KITTCOM had a productive meeting with the new representative to Spillman and their supervisor
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regarding concerns we all have about Spillman and Motorola. 3. Darren had brought forward a possible grant opportunity, KITTCOM's share would be 12.5% of what is granted if awarded. George will be working with staff to determine what to apply for and work with Darren on the application. 4. KITTCOM is testing Text To 911 currently. There are some location information concerns that are being worked on. 5. Bob Johnson has been brought back on part time for very specific needs. 6. For public outreach, staff participated in the fair and rodeo, the Facebook page launched and the Director has presented at two City of Ellensburg Council meetings. 7. Work continues on COOP planning. 8. CWU and SPFR agreements are being reviewed as they are either expired or close to it. 9. We have one in the hiring process and we have posted to start a eligibility list. 10. Will open the process to promote a supervisor this fall. 11. Outage of LAW Main during the Rodeo was handled by part time techs. Was caused by a power failure. KITTCOM also up staffed for the weekend with no significant issues presented.

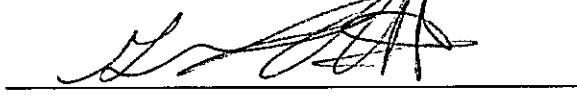
Good of the Order: None.

Meeting was adjourned by consensus at 2:12 p.m.


KITTCOM Administrative Board Member


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ATTEST: Board Secretary George Long

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