

**KITTCOM (Kittitas County 9-1-1)**  
**Administrative Board Meeting Minutes**  
**November 10, 2022**  
**400 E. Mountain View, Ellensburg, WA**

**Attendance**

Geoff Scherer, Chair (Hosp Dist 2)	Present
Heidi Behrends Cerniwey (City of Ellensburg)	Present
George Long, Secretary	Present
Rich Elliot, Ellensburg City Council	Present
Darren Higashiyama, KCSO	Present
Rob Omans, Small Cities	Present
Cory Wright, Board of County Commissioners	Present
Brandon Schmidt, Small Fire Dist	Present
Ross Ogan, KVFR	Absent, John Sinclair filled in
<b>VISITORS</b>	
None	

**Meeting called to order at 1:30 pm.**

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

**Approval of the October 13, 2022 Regular Meeting Minutes:** Heidi Behrends Cerniwey moved to approve the meeting agenda as presented, Cory Wright seconded. Motion carried.

**Review of KITTCOM Finances to Date:** George reported that expenditures were at \$1,849,280.09 (69% of expected) and revenue is at \$2,313,278.53 (86% of expected). Low expenditures are due to vacancy savings, and cost savings on a capital project.

**Approval of the September 2022 Blanket Vouchers:** November 2022 payroll benefit and deduction in the amount of \$57,836.02 (check numbers 028416 through 028423, and 028424 through 028434), November 2022 payroll direct deposit in the amount of \$83,345.38 (4527 through 4545 and EFT 4546 through 4565) & November 2022 Claims Funds in the amount of \$1541,746.30 (check numbers 028435 through 028464). Heidi Behrends

Cerniwey moved to approve the vouchers for October 2022, Cory Wright seconded, motion carried.

### **Public Comment Period:**

John Sinclair raised the question of if the board wanted to continue with a hybrid meeting option. Discussion. Will continue as hybrid for now.

### **Sub-Committee Report, KITTCOM Funding:**

George provided the following regarding a recent meeting of this Subcommittee:

The subcommittee met on Oct 31, with George Long, Cory Wright, Heidi Behrends Cerniwey, and Darren Higashiyama. The following pages are a review of the needs of KITTCOM and its users that was discussed during the meeting. It is clear to the group that a sales tax going to ballot is likely what is needed.

Further discussion included KITTCOM is awaiting an operational and engineering study to be completed by CISA on the radio system. Onsite work is planned for Dec. 12-13, however it is too soon for CISA to tell us when we can expect a formal report. It was agreed that this report is needed to help better understand where we need to go with the radio system, and with that information we can get quotes for how much replacement and work might cost.

At the time of the meeting, there is no recommendation on when a sales tax should go to ballot, and the group wants to meet again after the CISA report is obtained.

### **Current Financial State**

- Unsustainable User Fees
  - Drastic increase in user fees year to year
    - 2% for 2021
    - 23% for 2022
    - 16.3% for 2023
  - The impact is greater for smaller agencies (Need Data)
- No Savings for Capital Needs
  - Current budget is aimed at operational needs
  - Approximately 75% of the 2023 budget goes to personnel expenses
    - Personnel are difficult to recruit, train and retain due to the skill level needed
    - Staffing model was set in 2005, and increased in 2022
      - 16 FTE in 2005
      - 18 FTE in 2022
      - 17.2% county population growth from 2010-2020
      - Increase of incidents along I-90 (Need Data)
- Primary funding is through user agency fees, which comes from property taxes

- No money is currently collected directly from visitors/travelers to/through the county
- State funding has diminished over time (Need Data)
  - State funding based on price points that have not be reviewed in many years
  - State funding for 9-1-1 phone equipment not funded at 100% in 2023 as has been the past practice, it is an 80/20 cost share.

### **Current State of Emergency Communications Equipment**

- KITTCOM maintains the Public Safety Radio System as established in the Interlocal Agreement
  - 1980's radio system installed in the 1990's
  - Past life expectancy and now obsolete
    - Parts, if available are often found on EBay or surpluses from agencies
  - Relies on external agency legacy equipment for critical transmission links (T-1 circuits)
    - These are typically not a priority for the host agency to maintain or fix
- Gaps in the current radio coverage from KITTCOM to First Responders
  - Inconsistent agency equipment
  - Lack of owned infrastructure (possible revenue source)
- The current system does not the meet the regulatory requirements of P25 compliance
  - This is a hindrance to some federal grant programs
- Equipment interoperability deficiency
  - Inability to talk to agencies outside of the county
    - To solve currently, actions must be taken which remove response assets (reprogramming, cloning, cache radios)
- Facility capacity
  - Current facility occupied since 1999
  - Workload has increased by 35% since 2009
  - To increase staffing to match increase in work, more consoles are needed
  - More consoles require more room, current facility is maxed for space and requires expansion of current facility
- Any change in technology will adjust KITTCOM's cyber security posture to ensure PSAP data and system security.

Following the information provided at the Board meeting, further discussion was had on the topic regarding success of recent ballot measures, appropriate times to put this topic on the ballot and creating a citizen advisory committee in January. No action items were taken.

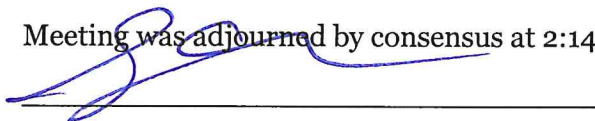
**Surplus Resolution 2022-5:** George presented this resolution to provide 800 mhz portable radios and accessories to CWU PD and KCSO. They were recently obtained as surplus from Oregon Department of Corrections. Brandon Schmidt moved to approve the resolution, Ben Kokjer seconded. Motion carried.

**Director's Report:** George reported the following:

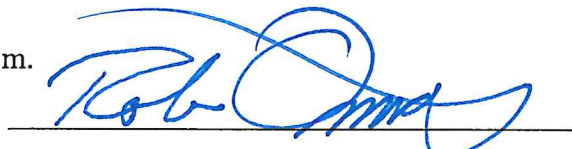
1. Two people in training, one lateral and one that has been here since Feb. Both are progressing well.
2. One ESD candidate in backgrounds
3. Attended CWU career fair, no results
4. Invited to CWU L&J fair in April
5. Have three applicants so far for current hiring list opening
6. Gates air deployment complete
7. Have been preparing for Zetron replacement and 911 phone refresh
8. Brought two part time techs on board
9. Attended FEMA regional comms meeting
10. Attended SCIP meeting
11. Been reviewing Alert and Warning info, training KCSO at end of month
12. Presented at Conference Of Governments
13. Presenting at Legislative Day
14. Next negotiation meeting scheduled, Nov 29
15. Presenting at Ellensburg School District on Dec 14
16. Taking a four day weekend for Veteran's Day
17. Taking time off in December
18. Leadership Kittitas presentation in December

**Good of the Order:** None.

Meeting was adjourned by consensus at 2:14 p.m.



KITTCOM Administrative Board Member



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*KITTCOM Administrative Board Meeting*



ATTEST: Board Secretary George Long