

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

April 14, 2022

700 Elmview Rd, 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	Absent
Darren Higashiyama, KCSO	Present
Rob Omans, Small Cities	On Zoom
Cory Wright, Board of County Commissioners	On Zoom
Brandon Schmidt, Small Fire Dist	Present
Ross Ogan, KVFR	Present
VISITORS	
John Sinclair	Present
Chris Hutsell	Present

Meeting called to order at 1:31 pm.

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

Approval of the March 10, 2022 Regular Meeting Minutes: Brandon Schmidt moved to approve the meeting agenda as presented, Heidi Behrends Cerniwey seconded. Motion carried.

Review of KITTCOM Finances to Date: George reported that Expenditures were at \$522,798.14 (19.5% of expected) and Revenue was at \$643,789.39 (24% of expected). Second quarter billing will start this weekend and George will send out a poll for the budget committee to plan their next meeting date. Staff continues to find ways to spend money more wisely and cuts that have been made previously are starting to be noticed in monthly billing.

Approval of the April 2022 Blanket Vouchers: April 2022 payroll benefit and deduction in the amount of \$55,257.48 (check numbers 027902 through 027909, and 027932

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through 027943), April 2022 payroll direct deposit in the amount of \$71,903.44 (027883 through 027901 and 027910 through 027931) & April 2022 Claims Funds in the amount of \$19,375.05 (check numbers 027944 through 027967). Ross Ogan moved to approve the vouchers for April 2022, Brandon Schmidt seconded, motion carried.

Sub-Committee Report, Radio Project Funding:

Darren Higashiyama reported that the focus since the Board Meeting has been on scoping, solutions, and resources. We have engaged the two (2) primary vendors who provide the majority of console and radio equipment for First Responder networks. We have had the opportunity to meet with one and are in the process of scheduling the second. From the first, we came to understand the majority of our surrounding agencies are utilizing either AVTech or Motorola consoles. To assist in the scoping process, Department of Homeland Security (DHS) - Cybersecurity and Infrastructure Security Agency (CISA) has been contacted and they are working towards supporting KITTCOM with a Technical Assessment (TA) and Engineering Assessment (EA). Review of potential funding options continues, looking at Federal, State and non-government options. Discussion.

Annual Report Package SAO Submission: George reported that the annual report was completed by the City of Ellensburg Finance and reviewed by George. All is correct and complete. Ross Ogan motioned to approve Geoff and George to sign a letter showing Board approval of the report, Brandon Schmidt seconded. Motion carried.

Policy Update request for State purchasing – George reported that there has been confusion with staff regarding KITTCOM’s ability to “piggyback” or use State purchasing options. After consultation with City of Ellensburg Finance and legal, KITTCOM will amend their current purchasing policy as follows (*italics indicate new additions*):

Purchasing

Purchases for KITTCOM must be made by or approved by the Director, Supervisor, the Communications Engineer or Information Systems Administrator. For any purchase totaling more than \$500.00, a signed purchase order shall be issued.

KITTCOM must obtain at least three competitive quotes for all goods and services that cost \$10,000.00 or more and less than \$50,000.00 unless the purchase is exempt by law, purchased under a State approved purchasing contract, *intergovernmental purchase (piggybacking)*, *interlocal cooperative purchasing agreement*, or justification for a sole source purchase is warranted.

KITTCOM must bid for goods and services that cost \$50,000.00 or more unless the purchase is exempt by law, purchased under a State approved purchasing contract, *intergovernmental purchase (piggybacking)*, *interlocal cooperative purchasing agreement*, or a sole source purchase is warranted.

Emergency exceptions to these policies may be made with the approval of the KITTCOM Administrative Board. If an emergency exists, the Director may poll the members of the Administrative Board for the approval of an emergency purchase. Any such purchases shall be detailed and explained to the Board at its next regular meeting.

INTERGOVERNMENTAL PURCHASE OR "PIGGYBACKING"

Under Chapter 39.34 RCW, local government agencies may make purchases using another agency's purchasing contract, a process known as "piggybacking." Generally, smaller agencies piggyback on contracts awarded by larger "host" agencies, allowing the smaller agencies to save time and obtain better prices and terms than they might be able to on their own. Interlocal Agreements may be utilized to jointly make bid calls, for a joint purchase, or to purchase equipment, materials, supplies, or services on terms contained in a proposal or contract offered to another public agency. Where the District utilizes an Interlocal Agreement, the Agreement must comply with the procurement requirements as provided in RCW 39.34.030(5)(b).

Firm written quotes shall be obtained in advance to document pricing and terms of all Interlocal purchases. All Interlocal Agreements must be approved by the KITTCOM Administrative Board and signed by the Board Chair. Interlocal Agreement purchases may be made without advertising in the Newspaper. When practical, KITTCOM should include language in its solicitations that allows other public agencies to purchase from the agency's bids, quotations, or contracts, provided that the other agencies allow similar rights and reciprocal privileges to the District.

To piggyback on another local government agency's contract:

- The host agency and the piggybacking agency must sign an Interlocal agreement and file it with the county auditor or post it online by subject (RCW 39.34.040). Ideally, the agreement should be in place before the purchasing contract is awarded, but this is not mandatory.*
- The host agency must comply with its statutory contracting requirements and post the solicitation online (RCW 39.34.030(5)(b)).*
- The vendor must agree to the arrangement through the initial solicitation documents. The awarding agency assumes no responsibility for orders placed by other agencies.*

INTERLOCAL COOPERATIVE PURCHASING AGREEMENTS

Pursuant to Chapter 39.34 RCW, KITTCOM may enter into an Interlocal Cooperative Purchasing Agreement ("Interlocal Agreement") with any public agency (the State of Washington, a political subdivision thereof, another state or a political subdivision of that state, an agency of the Federal Government, or a Federally Recognized Indian Tribe).

STATE OF WASHINGTON (GENERAL ADMINISTRATION) CONTRACTS

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Cooperative members save millions of dollars annually by “pooling” their purchases through Washington State contracts. As a volume purchaser, the state can negotiate better rates for goods and services. Washington state cities, counties, and municipalities (“political subdivisions”) can join the purchasing cooperative and the District currently is an active member. State contracts such as Department of Enterprise Services fulfill the District’s competitive bid requirements and offer a wide variety of goods and services. See RCW 57.08.050(4). Examples Include:

- *Vehicles*
- *Copiers*
- *Office Equipment and Supplies*
- *Purchasing Cards*
- *Radio Equipment*
- *Fuel*

US Communities, Western States Consortium Alliance (WSCA), King County Directors Association (KCDA), National Group Purchasing Partners Program and Houston-Galveston Area Council (HGAC) are a collective of local and state agencies that allow most political state subdivisions to use open contracts available through these groups. They are all subject to bid laws similar to those in Washington and they conduct competitive sealed bids or proposals in much the same way as done in Washington. The District may participate and make purchases that are awarded by these groups provided that such purchases are compliant with this Purchasing Policy and State law.


Director’s Report: George Long reported 1. On April 28th 9-1-1 calls previously answered by WSP for KITTCOM will start coming to KITTCOM. 2. May 9 is now the go live date for APCO EMD and Fire Protocols, training will start next week. 3. George and Krystal Larson (Supervisor/Public Education Coordinator) will be attending the Spring Forum next month. 4. CWU Intern program will become a regular part of KITTCOM starting in the Fall of each year. Further the Law and Justice program has offered to consider creating an annual report for KITTCOM and one of the CWU film classes is working with us to create a 60 second PSA about KITTCOM and how 9-1-1 actually works. 5. We have had articles recently in both newspapers in the county and a presentation to CWU Library Staff about KITTCOM. 6. Security project continues, the next step is to start work on fencing. 7. Summer staffing will see a third person coverage noon to mid night seven days a week as was done last year. 8. We are looking at creating a Tactical Dispatch program. 9. We are actively engaged in wildland fire conversations for the 2022 season.

TRAINING: All participants listed as present or on zoom above completed the annual Open Public Meeting Act (OPMA) training required by the State of Washington.

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Good of the Order: None.

Meeting was adjourned by consensus at 2:15 p.m.



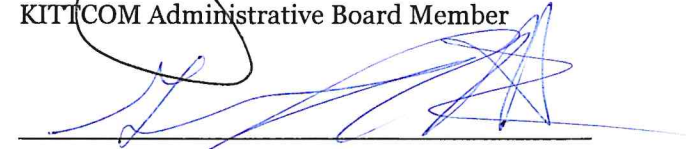
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ATTEST: Board Secretary George Long