

KITTCOM (Kittitas County 9-1-1)
Administrative Board Meeting Minutes
August 11, 2022
400 E. Mountain View, Ellensburg, WA

Attendance

Geoff Scherer, Chair (Hosp Dist 2)	Present
Heidi Behrends Cerniwey (City of Ellensburg)	Absent
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	John Sinclair stood in for Ross who was absent
VISITORS	
None	

Meeting called to order at 1:30 pm.

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

Approval of the July 20, 2022 Sepcial Meeting Minutes: Rich Elliott 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 \$1,261,275.98 (47% of expected) and Revenue was at \$1,740,262.32 (64.9% of expected). Overtime is currently under budget that will likely change quickly and are keeping a close eye on it.

Approval of the August 2022 Blanket Vouchers: August 2022 payroll benefit and deduction in the amount of \$55,785.44 (check numbers 028249 through 028256, and 028275 through 028285), August 2022 payroll direct deposit in the amount of \$79,204.50 (028231 through 028248 and 028257 through 028274) & August 2022 Claims Funds in the amount of

\$74,188.07 (check numbers 028286 through 028311). Rich Elliott moved to approve the vouchers for August 2022, Darren Higashiyama seconded, motion carried.

Sub-Committee Report, Radio Project Funding:

Darren Higashiyama provided update on attempts to gain regional funding. George advised some work is being done on the fire side related to grant funding and communications, will be looking for an avenue to include KITTCOM.

Budget Committee Report – Drafting the 2023 Budget: George reported the following:

Budget Committee Meeting: The committee met on August 2, 2022 with the sole purpose to start drafting the 2023 budget. Present were George Long, Heidi Behrends Cerniwey, Ross Ogan and Rob Omans.

2023 Challenges

George identified several challenges to completing a solid draft of the 2023 budget which include:

- Unknown personnel costs (salaries, benefits) due to negotiation year
- Expected increase from the City of Ellensburg Finance for their services
- Expected insurance cost increases as realized this week with the 2022-2023 invoice
- Potential for increased power rates from PSE for the remote sites
- Spillman support invoices not received yet making an assumption for 2023

Capital projects

Phone Refresh (\$37,000)– State is paying for the majority but we now are seeing a cost share requirement, so where this was paid 100% in years past it is not going to be for 2023.

Data Center Refresh – This is done every 5 years and is KITTCOM’s cost to bear, but that cost has increased significantly (from when we looked at it for the strategic plan until now cost has increased by approx. \$50,000)

Zetron Replacement – With the recent realization of hardware failure and concern that other hardware could fail with inadequate ways to fix or replace it, we must look to replace this in 2023. This is the majority of the capital cost ask.

Mitigation Strategies:

KITTCOM Administrative Board Meeting

We know, while not currently earmarked, \$100,000 exists as a Capital Equipment Replacement Fund and is sitting in the bank that can be used. This would cover our share of the phone refresh and about a third of the data center refresh.

Discussed what vacancy savings may look like, and if we should remove the 15th position added this year given KITTCOM's current staffing situation.

We will continue to refine the budget and attempt to get numbers that are as accurate as possible.

User Assessment

The current draft comes to a \$5.75 cost per radio log, which is a 15% increase from last year. Knowing that we will likely find costs will increase between now and the September meeting, we should plan for a higher cost, even though we are working to refine the budget in favor of the users.

Letter to users

Last year, a letter was sent to the users explaining the budget situation when we were considering a 35% increase in user assessments. Given this first glance of the 2023 budget, the committee recommends a similar letter be sent again this year, with the goal to pass a 2023 budget in September. I believe we can tell the agencies to expect no more than a 20% increase, and work to lower that number if possible. Included is a letter for consideration. Letter was approved by consensus.

Final Thoughts

Please remember this is currently in draft form, and by no means final. Last year at this time, we knew more about the 2022 budget than we currently do about the 2023 budget. The Director and the Budget Committee remain committed to determining the user assessment fee in September to allow for user agency budgeting processes to take place with a known number.

This report led to discussion around funding options for KITTCOM that are sustainable and does not continue to put the increased burden on the user agencies. The result of this discussion led to the creation of a Sub Committee to look at the efficiency of the number of Public Safety Agencies in the county and the idea of pursuing a 2/10th of 1% sales tax for KITTCOM. Darren will find a representative for KCSO, Rich Elliott offered to lead the group, Cory Wright and Brandon Schmidt will also be part of this. George will be adding this to the board agendas in the future for monthly reports from the group.

Approval of Agreement with City of Ellensburg for backup center space: George presented an agreement that would allow KITTCOM to build out a backup center in the Ellensburg Police Department. John Sinclair motioned to approve signing the agreement, Cory Wright seconded. Rich Elliott abstained from voting. Motion carried.

Approval of Public Disclosure Policy: George presented a public disclosure policy that would be public facing and be current with KITTCOM practices. Legal reviewed. John Sinclair motioned approval, Darren Higashiyama seconded. Motion carried.

Approval of January board Meeting minutes: Tabled to September meeting.

Director's Report: George reported the following:

1. We are drilling down on details of CWU providing statistics reporting for KITTCOM.
2. FCC WEA Testing should be taking place in September provided all the pieces come together in time.
3. The hiring process has been moved to open until filled. We are working on other avenues for recruitment, such as career fairs. Keeping a close eye on overtime, and concern for burn out of current staff.
4. We were able to participate in two locations for National Night Out.

Good of the Order: None.

Meeting was adjourned by consensus at 2:37 p.m.


KITTCOM Administrative Board Member


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ATTEST: Board Secretary George Long