

KITTCOM (Kittitas County 9-1-1)
Administrative Board Meeting Minutes
February 10, 2022
700 Elmview Rd, Ellensburg, WA

Attendance

Geoff Scherer, Chair (Hosp Dist 2)	Present
Heidi Behrends Cerniwey (City of Ellensburg)	On Zoom
George Long, Secretary	Present
Rich Elliot, Ellensburg City Council	On Zoom
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	
Bryan Clark, KITTCOM	On Zoom
John Sinclair, KVFR	On Zoom

At KITTCOM: George Long, KITTCOM; Rich Elliot, City of Ellensburg; Darren Higashiyama, Kittitas County Sherriff's Office; Bryan Clark, KITTCOM; Heidi Behrends Cerniwey, City of Ellensburg; Rob Omans, City of Cle Elum; and Brandon Schmidt, Kittitas County Fire District 1. On Zoom: Geoff Scherer, Hospital District 2; Cory Wright, County Commissioner. Ross Ogan, KVFR, John Sinclair, KVFR

Meeting called to order at 1:31 pm.

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

Approval of the January 13, 2022 Regular Meeting Minutes: Ross Ogan moved to approve the meeting agenda as presented, Brandon Schmidt seconded. Motion carried.

Review of KITTCOM Finances to Date: George reported that Expenditures were at \$215,101.30 (8% of expected) and Revenue was at \$286,730.38 (10.7% of expected).

Approval of the February 2022 Blanket Vouchers: February 2022 payroll benefit and deduction in the amount of \$51,804.09 (check numbers 027734 through 027741, and 027761 through 027771), February 2022 payroll direct deposit in the amount of \$67,900.86 (027714 through 027732 and 027742 through 027760) & February 2022 Claims Funds in the amount of \$17,890.03 (check numbers 027772 through 027797). Heidi Behrends Cerniwey moved to approve the vouchers for February 2022, Rob Omans seconded, motion carried.

2022 Budget Committee Report:

End of 2021

Revenue – \$2,324,806.84

Plus Reserve Funding - \$287,962.65

Total Revenue - \$2,612,769.49

Total Expenditures - \$2,181,328.31

2021 Savings Total - \$431,441.18

Changes for 2022

- Calculations used for payroll amounts proved to be higher than needed, saving money
- Recalculated PT Tech needs based on 79.5 hours worked per month, saving money
- Redistributed saved money to boost items such as:
 - Overtime
 - PT Maintenance
 - State Industrial Insurance
 - Facility Maintenance
 - Other areas where we budgeted short in 2021
- Adding funds to capital expenses (TBD how those will be allocated)
- Expecting an increase in revenue from CWU and BLM contracts and potentially a spring surplus sale. These funds were not accounted for in revenue when the budget was passed.

Reserve funds

In December, we received a bank statement showing the money in the bank to be more than expected. This number went up again in January. It is clearly a result of the cost saving efforts undertaken by KITTCOM in 2021. After reviewing two years' worth of bank statements, it is clear the amount in the account never dips below \$600,000. This is the amount needed to recover our original reserve fund back to \$500,000 and put a future equipment replacement fund back in place of \$100,000 which is the amount that KITTCOM had in August 2018, when it stopped being tracked.

In looking a three month reserve, it is clear that \$500,000 is not enough, and for 2022 \$650,000 is more logical. We also know that the price of equipment and technology is going up, so \$100,000 for a future equipment replacement fund is probably also too low.

However, given the financial state we found ourselves in at the start of 2021, it seems reasonable to reestablish those funds mentioned here, and allow staff to work this year (prior to approval of the 2023 budget) to determine what future replacement needs may look like, and plan to continue to add to each fund, each year. At the time of this writing I am waiting for information on how to properly reflect that in a budget resolution.

Recommendation

The committee recommends no budget amendment at this time, rather that we continue to work on the budget to appropriately and thoughtfully establish reserve funds, and ensuring KITTCOM financial and budgeting policies are solid. The committee intends to meet once per quarter to review finances in detail to ensure we are staying on track, and to recommend adjustments if needed.

There were no objections by the board.

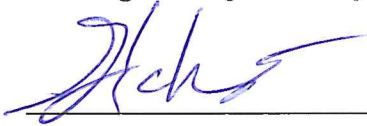
Labor Negotiations Request to Teamsters: George reported in a recent discussion with the Teamsters Union Representative regarding contract negotiations, he indicated that it would not start until 60 prior to the end of the contract. He also said that if the Board was able to and wanted to meet sooner, he would be willing, even indicating as early as April would be acceptable.

Given the desire of KITTCOM to settle the budget and user fees in September, rather than November or December, and given the potential for a busy wildland fire season, I feel it is necessary to make a request of Teamsters to start in April. The current contract expires Dec. 31, 2022. Board agreed and George will contact Teamsters. Board members Brandon Schmidt, Ross Ogan and Darren Higashiyama offered to be part of the negotiation team for KITTCOM, exact number of people to be determined.

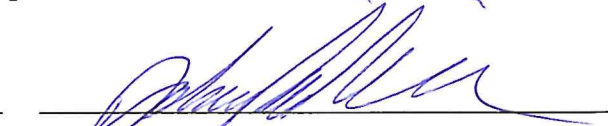
Director's Report: George Long reported 1. Stampede Pass power was restored and we still have about a week of generator power left. 2. George provided testimony to a Senate Committee on SB 5555. 3. KITTCOM has access to RapidSOS and expects to go live March 1. 4. APCO EMD cards are printed and being shipped. 5. Shooting for a March 15 hire date for new ESDs, two are still in background processes. 6. Just before coming into the meeting George received a call from WSP advising the Wenatchee dispatcher center was closing, and that we had an opportunity to start taking 9-1-1 calls traditionally routed to them. George will be collecting data.

Good of the Order: Darren reported that he had been looking at some grant funding and new guidance was due out in March.

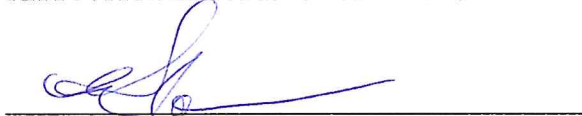
Meeting was adjourned by consensus at 1:48 p.m.



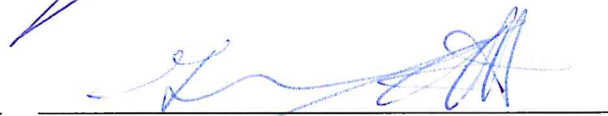
KITTCOM Administrative Board Member



KITTCOM Administrative Board Member



KITTCOM Administrative Board Member



ATTEST: Board Secretary George Long

KITTCOM Administrative Board Resolution 2022-2

WHEREAS, the equipment described below & in the attached document is no longer useful to
KITTCOM, and;

WHEREAS, the disposal of unneeded surplus equipment must be authorized by the Administrative
Board, and;

WHEREAS, the equipment is aging and is not useful to agencies served by KITTCOM, and;

BE IT RESOLVED, that the KITTCOM Administrative Board hereby authorizes the Director to surplus
the list of items listed below.

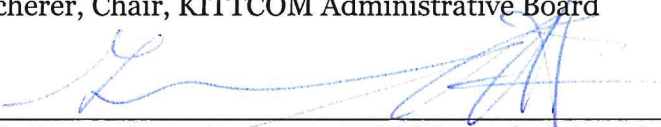
- | | | |
|---|--|---------|
| 1 | Sylvan VHS/DVD player, Serial #V26888544 | 0 value |
| 1 | HP Laser Jet 3150, Serial #USDK013729, Asset Tag 000226 | 0 value |
| 1 | Dell PE R710 server, Asset Tag 000619 | 0 value |
| 1 | Samsung ML-3312ND printer, no tag, unknown serial number | 0 value |
| 1 | Sony Cyber-shot camera, Serial # 1093305 | 0 value |

Furthermore: Recognizing the difficulty of disposing of equipment to recycling and/or the auction process during a pandemic, the board authorized staff to dispose of surplus items, including surplus of the past, by recycling, refuse, or transfer to owner or contracted agencies for which the value of the items is insignificant.

Adopted by the Administrative Board of KITTCOM on this 10th day of March 2022.



Geoff Scherer, Chair, KITTCOM Administrative Board



ATTEST: George Long, Secretary, KITTCOM Administrative Board