

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

May 12, 2022

700 Elmview Rd, Ellensburg, WA

Attendance

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| 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 | Ben Kokjer, KCSO, present |
| Rob Omans, Small Cities | On Zoom |
| Cory Wright, Board of County Commissioners | Present |
| Brandon Schmidt, Small Fire Dist | Present |
| Ross Ogan, KVFR | Present |
| VISITORS | |
| John Sinclair | Present |

Meeting called to order at 1:30 pm.

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

Approval of the April 14, 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 \$659,238.56 (24.6% of expected) and Revenue was at \$856,146.34 (31.9% of expected). These numbers were current as of May 4 when the budget committee met to review the current status of the 2022 budget. We are 33.3% of the way through the year and the expenditures are down for three main reasons: lower use of PT Tech time, larger bills have not come in yet, and staff has continued to streamline spending. No recommendations were made for changes to the budget at this time.

Approval of the April 2022 Blanket Vouchers: May 2022 payroll benefit and deduction in the amount of \$58,082.96 (check numbers 027988 through 027994, and 028014 through 028024), May 2022 payroll direct deposit in the amount of \$76,020.36 (027968 through

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027987 and 027995 through 028013) & May 2022 Claims Funds in the amount of \$36,047.87 (check numbers 0280264 through 028050). Cory Wright moved to approve the vouchers for May 2022, Ross Ogan seconded, motion carried.

Sub-Committee Report, Radio Project Funding:

George Long reported discussions with Day Wireless and RACOM have completed. Both will be providing further information about systems and potential grant assistance programs. Meeting with CISA took place shortly before the board meeting to gather information and discuss first steps in their review. Discussion.

Letter to Cle Elum Mayor Regarding the 49 North Project: George reported that he had received a letter informing him that the process to review this project was starting again and that a letter to the mayor was needed to keep KITTCOM at the table during the discussions. George sent a letter presented to the board, of which Cory Wright moved to ratify the letter sent, Heidi Behrends Cerniwey seconded. Motion carried.

Policy Manual Updates:

Due to time constraints prior to the meeting on staff, only one change was presented at this meeting. George advised more changes are coming and will be presented at future meetings.

KITTCOM currently has travel in multiple policies and procedures, this change (presented to the board) is consolidated into one, with the only changes mileage would be measured from KITTCOM or home whichever is closer, employees will not be paid to travel to KITTCOM and that KITTCOM would pay travel time. There were no objections.

Strategic Plan Overview: George reviewed the document attached to these minutes. Discussion.

Handing of Public Comment in Accordance with OPMA: George presented that recent changes in OPMA requires a public comment period be added to KITTCOM board meetings, and that recording meetings was recommended. By consensus the board agreed to place a public comment period immediately following standing agenda items, but not to record the meeting. Discussion about moving the meeting to a more publicly accessible location. George will follow up.

Police/Fire/EMS Technical Committees: In a recent discussion with user agencies, George found we are not in compliance with the current interlocal as it relates to technical committees. Since George's employment started, there has been one meeting with Police technical and no meetings of Fire/EMS. Typical business that would normally be addressed in a technical meeting are addressed in various other meetings either monthly or bi-monthly. With the board's agreement, George is going to

follow up with agencies to see how they wish to conduct business going forward; either in line with the current interlocal or proposing a change.

Director's Report: George Long reported 1. Application was submitted to the state for a phone refresh for 2023. 2. Gates air deployment will likely start in July. 3. CWU filming is underway. 4. Assisted SUNCOM with supervisor interviews and will be meeting with YTC leadership in a week. 5. Attending 9-1-1 coordinator forum next week. 6. New hires have completed T1 and T23. 7. Grace has submitted her resignation. 8. Meeting with a candidate for possible hiring. 9. Took over 9-1-1 calls that WSP had been taking for KITTCOM on April 28 with no issues.

Executive Session: Geoff Scherer advised the board was moving into executive session at 1400 and would return at 1420 in accordance with RCW 42.13.110 - (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. Executive session was concluded at 1404.

ACTION: Heidi Behrends Cerniwey moved to provide the KITTCOM Director with a COLA increase equal to the labor unit's increase for 2022, retro back to the start of the year, and to double the Director's current annual vacation accrual. Ross Ogan seconded, motion carried.

Good of the Order: None.

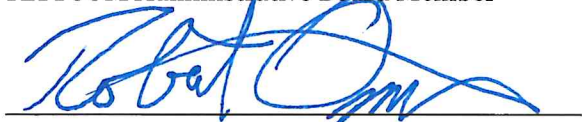
Meeting was adjourned by consensus at 2:05 p.m.




KITTCOM Administrative Board Member



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ATTEST: Board Secretary George Long