

MULTI AGENCY COMMUNICATIONS CENTER

BOARD OF DIRECTORS MEETING

October 10th, 2019

The Multi Agency Communications Center (MACC) Board of Directors met on October 10th 2019, in the MACC Board Room. Vice-Chairman Dwight Vander Vorste called the meeting to order at 09:02 am.

Board Members present were:

Tom Taylor	Grant County Commissioners
Kevin Fuhr	City of Moses Lake
Tom Jones	Grant County Sheriff's Office
Jeremy Burns	Grant County Fire Chief's & Commissioner's
Dwight Vander Vorste	EMS Emergency Medical Council

Others present were:

Jackie Jones	MACC
Christal White	MACC
Dean Hane	MACC

PUBLIC COMMENTS: None

CONSENT AGENDA: Motion was made to accept the Consent Agenda. m/s (Taylor/Jones.)
Consent Agenda approved.

MACC Board REPORTS:

ACTIVITY REPORT: The Director, Jackie Jones, reviewed the Director's Activity Report.

Spillman Mobile Maintenance: In 2017 MACC purchased Spillman Mobile with remaining bond funds for the Grant County law agencies. The purchase price was \$248,000 which included 2 years of support and maintenance (MACC paid the second year of maintenance). The plan was that the law agencies would begin paying for on-going maintenance and support beginning the third year. Unfortunately, I did not ensure the law agencies were reminded of this cost and what it would be and I understand that each law agency has set their 2020 budget. I have decided that MACC will cover the 2020 maintenance of roughly \$20,000 using sales tax funds and I will develop a Spillman Mobile MOU that includes the details for law agency responsibility to pay the on-going maintenance beginning 2021.

Kevin Fuhr asked what impact that will have on MACC's budget? Dean replied that it will come out of sales tax money which is healthy so the budget will be fine. Tom Jones said his budget was already in so he appreciates MACC taking another look at it. Tom Taylor asked how much the overall Spillman Maintenance was and Dean answered-\$110,000. Tom asked if that could be paid out of sales tax money as well. It was discussed that user agencies will not pay the overall maintenance just the Spillman Mobile part of \$20,000. It is split on a billable call basis with the larger agencies paying about \$7,000 and some of the smaller ones only \$400 or less.

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Jeremy asked if all law agencies were using it. Or would it be a situation where they say they aren't using it so do not want to pay the maintenance. Dean was guessing we would get some of that. There are some complaints about mobile verses flex now. Tom Jones said Spillman Mobile is a great addition.

State E911 Advisory Committee Meeting:

E911 Training Program Positions Filled – The State has hired the E911 Training Program Manager, Katrina Rahier, and the E911 Training Program Coordinator, Kimberly Jackson. They were involved with CJTC training program so they have lots of experience. The Program Manager comes from South Sound 911.

Statewide E911 Operational Cost Study – I've been asked to participate in the Recommendations and Impact Work Group part of the E911 Operational Cost Study. There will mostly be virtual meetings and a couple of in-person meetings over the next 6 months. This work will directly influence and significantly impact the study that will be presented to the Legislature in October.

ESInet II Implementation Update – We continue in Phase 4 of the implementation process with phone carrier migrations. It looks like we will have to implement an upgrade to our CPE in order to complete integrated Text-to-911 again. As of last week, Washington State is at 99% of PSAPs readiness for geospatial routing.

Life Saved: Congratulations to Dispatcher Madison Kortus in providing lifesaving CPR instructions for a man who had seizures and stopped breathing effectively outside of the Grant County Airport. When something like this happens the rest of the dispatchers on the floor take over so the dispatcher doing CPR can concentrate on that. We received word from Grant County Fire District Battalion Chief Bob Horst that this was a CPR Save. This was great to hear as we don't always know the outcome of the work done by the dispatchers.

AED: MACC has purchased an Automated External Defibrillator (AED) to be installed at MACC. Statistics say that there are about 1,700 lives saved in the United States each year by bystanders using an AED. We will provide training for all staff and our plan is to install the device just outside the Dispatch floor.

Tom Taylor asked if this is the first one purchased for MACC? Jackie replied yes it is. Grant County just ordered 15 more as they save lives and are a great thing.

Public Safety Communications Conference: I am attending the Public Safety Communications Conference in Kennewick this week. It is a good conference so far and I will be heading back after the meeting.

Tom Jones had a question about something Jackie talked about last month. Dispatchers being classified as first responders in another state and was that going to happen here. Jackie said yes-that was Texas that reclassified dispatchers as first responders. WA APCO NENA has a work group trying to get traction. They were not successful in the first attempt. You will see more coming up but they have not gone to the legislators about it until they feel they will be successful.

Tom Taylor asked if the Life Saved made the newspaper. He feels the community needs to know. Jackie said that it was not in the paper. We had a celebration here for her. We could possibly put it on Facebook as we have started putting more on Facebook but you have to be careful. I have seen pros and cons with sharing this type of information. Dwight shared that you have to be careful due to HIPPA.

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FINANCIAL REPORT: The Financial Services Manager, Christal White, provided updates to the financial report.

Emergency Communication Sales and Use Tax: The September 2019 distribution was \$221,542.38. The year to date is \$1,739,684.66. The graph for the last 4 months has shot up above the cluster of other years. Darryl Pheasant said sales tax was up 9% but he didn't know why. Tom Taylor commented that we have a strong economy with retail doing well and interest rates are down. It is the largest sales tax collection year to date.

Cash balances: All of the ending account balances were provided as of August 2019.

Income Statements: The Income Statements were reviewed for August 2019.

The User Fee Income Statement was reviewed and the result was 61.22% of the budget was spent and 66.67% of the year has elapsed. Overtime (OT) is up for the summer months as this is actually July's OT that is paid in August. All eyes are on it-watching to make sure we stay in the budget. Last year we had open positions so we had salary and benefit money to balance out the higher OT and this year we do not have that.

The E911 Income Statement is spent at 62.46%.

The Sales Tax budget is spent at 31.67%.

I was reading my newsletter from MRSC and I noticed an article about the Long-Term Care Trust Act. It seems the Washington State Legislature passed bill SHB 1087 known as the Long-Term Care Trust Act. This bill creates a new, employee-financed program to provide payment or partial payment for long-term care services to qualified individuals who have paid into the program and need assistance. While benefits begin in 2025, premiums will be collected beginning January 1, 2022. Premiums will be assessed against employees and there will be no contribution by employers.

Vice Chairman Dwight Vander Vorste called for a five minute Recess at 9:23. The meeting resumed at 9:25.

TECHNICAL SERVICES REPORT: The Technical Services Manager, Dean Hane, provided updates to the Technical Services Report.

Radio System Reconfiguration: After months of haggling we pulled the pin on the dealer as they were not a good fit. We are going a different route with TAIT directly. So we have a new quote that is \$110,000 less than when we were working with the dealer. This is in part due to the dealer padding and in part due to the goodwill we have with TAIT. The proposal has been sent to legal for review and I expect the project to take about 7 months once we sign the contract. It was asked who the dealer was and Dean replied it was RACOM.

Backup PSAP: The generator at Mini MACC has been replaced. The project is about 90% complete with the enunciator panel still to be hooked up. Wilson Creek got the old generator.

State Surplus: The Tahoe has been posted on the WA State surplus auction block for sale.

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911 Phone System: I went to a great training a few weeks ago for the 911 phone system. It is clear we will be upgrading the 911 phone system in 2020. It is 5 years old, which doesn't seem old, however with the changes made by the WA State 911 phone system the software we have is not compatible and we are currently using work arounds.

The phone system at Mini MACC will be replaced as well. It is old and the maintenance is expensive. It is also getting harder to find parts. It is a high end office phone system and it is getting harder to support.

OPERATIONS REPORT: Director, Jackie Jones, provided updates to the Operations Report.

Becky is at the Public Safety Communications Conference this week.

Training: The trainee will be moving to live radio next week. This means she will be completing training soon.

Since we are at full staff the dispatchers are getting to go to training again. We have two at the conference this week. I am happy to see them there and that the staff are getting to attend more things. The PUB Ed team is also able to be more involved. Jennifer did a presentation at the LEPC at Simplot last week and has participated in several other things in the past few weeks.

Overtime: We are watching overtime as Christal spoke about. For the summer months we had increased the shift minimums on dayshift to 4 and now we have gone back to 3. We can have 4 on the shift but if someone calls in sick we don't have to mandatorily cover it if we have 3. If we find it is too busy for 3 we can go back to 4. It is nice for our staff to be able to get their breaks away from the floor which isn't always possible with 3.

Jeremy asked if the contract states shift minimums. Jackie replied that it does not. It is a management decision and what is best for the center.

TAC REPORTS:

Law TAC: The minutes are in your packet. Nothing to add.

Fire/EMS TAC: The minutes are in your packet. Nothing to add.

Jackie noted that the next meeting is the combined meeting but the date conflicts with WASPC. She will send out the new date next week.

UNFINISHED BUSINESS:

1. None

NEW BUSINESS:

1. None

Policies:

1. Policy #200 Administrative Salary & Benefits-Minor changes: Purpose, Administrative.....: Added Operations.
 - A. 2. Added: As part of the budgeting process.
2. Policy #801 Payroll Deductions: Added:
To the policy statement-required by law, voluntarily authorized by the employee, applicable union contract or statute.

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- e. Deductions to WA State for PFMLA.
- h. Union Dues or Initiation Fees.
- i. Deductions authorized or required by law.
- j. Authorized by statute.

3. Policy #802- Payroll Timesheets-This policy was updated for the use of electronic timesheets, schedule and leave approval.

- Updated the Policy & Purpose Statements.
- Updated language about timesheets to fit with the electronic process and the once per month timeline.
- Updated language having to do with the schedule process-OT & Leave.
- (Sup's authorize leave & OT on the schedule which should match the timesheets.)
- Electronic signature.

4. Policy #803-Salary Administration-Policy statement-took out the word differential and replaced with step increases.

A. Compensation

- 1. Cleaned up language.
- 2. -----
- 3. Cleaned up language.
- 4. Added the salary & benefits offered to employees.
- 5. Added comp language.

Took out language that violated the new sick leave law.

B. Wages:

- 2. leave form or the schedule.

C. Pay Periods:

- 2. available electronically when the pay period has been completed.
- 3. unless authorized.

E. Paychecks

- 3.updated language.

F. Garnishments

- 1 & 2 Cleaned up language.

G. Leave without Pay

- 2. Added.

I. Compensation other than Salary

- Deleted 1.

Motion made and seconded to approve the reviewed Financial Policies. m/s (Jones/Taylor.)

Agenda items for the November 14th 2019 Board Meeting.

- 1.

Meeting adjourned at 09:41 hours.

Christal White, Financial Services Manager