

**MULTI AGENCY COMMUNICATIONS CENTER**

**BOARD OF DIRECTORS MEETING**

November 14th, 2019

The Multi Agency Communications Center (MACC) Board of Directors met on November 14th 2019, in the MACC Board Room. Vice-Chairman Dwight Vander Vorste called the meeting to order at 08:59 am.

Board Members present were:

Tom Taylor	Grant County Commissioners
Kevin Fuhr	City of Moses Lake
Kristine Shuler	Grant County Cities & Towns
Mike Warren	Grant County Police Chiefs
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:

Ryan Green	Quincy Police Department
Keith Siebert	Quincy Police Department
Kenneth Jones	Grant County Sheriff's Office
Jackie Jones	MACC
Christal White	MACC
Becky Stokoe	MACC
Dean Hane	MACC

**PUBLIC COMMENTS:** Keith Siebert let the group know that with Darin Smiths resignation he would be willing to serve on the MACC Board in the Police Chiefs position. He sent an email to the group of Grant County Police Chiefs indicating his interest in serving on the MACC Board and all of those that he heard back from were in favor of him serving.

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

**MACC Board REPORTS:**

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

Staffing: We continue to be at full staff plus one since May 28<sup>th</sup>.

Spillman Mobile MOU: As I began to work on the MOU for Spillman Mobile ongoing maintenance, I found that we have many different documents on file relating to Spillman. We have the primary agreement, the "Multi Agency Communications Center Spillman Public Safety Computer Network Use Agreement" but it is not on file for every agency. In addition, there are other documents such as Spillman Mobile MOUs, the "MACC SPSS User Agreement" and several Spillman related policies. It is hard to wrangle all of this information in order to know what we do and don't

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do. We are currently working to develop a more concise agreement, authorization and policy system for Spillman and will present drafts to review when ready. Once approved by the Board, we will have each agency head sign them.

#### State E911 Advisory Committee Meeting:

ESInet Transition Update – All carriers are projected to complete cutover by December 31<sup>st</sup>. The testing process that each carrier must go through takes some time due to the number of PSAPs our State has but these tests are not causing a big impact to our centers.

Statewide E911 Operational Cost Study – The cost study collection per fiscal year is underway. Christal has completed and provided the work for MACC. I've been asked to participate in the Recommendations and Impact Work Group part of the E911 Operational Cost Study. Our work will not start until the data gathering has been completed. This work will directly influence and significantly impact the study that will be presented to the Legislature in October.

Wireless E911 Location Accuracy Requirements for Vertical (z-axis) – The FCC is proposing +/- 3 meters (9.8 feet) for the vertical ("z-axis") location of a caller as part of the NENA Standard. As a State, we are working to craft a response to this proposal. We believe that +/- 3 meters is not close enough when a caller is in a multi-story building and could send responders to the wrong floor causing a delay. The old rule of thumb for GPS location is that the vertical (z-axis) error is 5 times greater than the horizontal (x/y) error due to the geometry of the satellites. The horizontal error first needs to get down to about 0.5 meters and we are not there yet.

WCIA Annual Review: Our WCIA Representative met with me on October 16<sup>th</sup> for our 2019 Annual Review and Audit. Last year's audit focused on our hiring practices and generated no mandatory requirements so there was no need for follow-up in this area. This year, WCIA is not conducting an audit.

0.2% Tax Increase: Congratulations are due for the three counties that pursued the emergency communications sales/use tax increase to 0.2%. All three counties on the November 5<sup>th</sup> ballot, Grays Harbor, Okanogan, and Thurston received voter support for the measure at over 60% in favor by preliminary counts. It is heartening to see that voters still support public safety.

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

Emergency Communication Sales and Use Tax: The October 2019 distribution was \$216,031.12. The year to date is \$1,955,715.78. The graph line for 2019 is far above the cluster of other years.

Tom Taylor added that this is the largest sales tax collection year to date.

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

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

The User Fee Income Statement was reviewed and the result was 69.51% of the budget was spent and 75% of the year has elapsed. The total staffing expense is spent at 72.53%.

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The E911 Income Statement is spent at 67.39%. Total staffing expense is spent at 68.85%. Overtime is slightly over the 75% at 75.34% but overall the category is okay.

The Sales Tax budget is spent at 33.09%. Total Staffing Expense is 72.39%. The title of the statement should read September 2019 and the percentage of the year elapsed should read 75%. The numbers are updated but I did not get the title updated.

PFMLA: Starting January 1<sup>st</sup> employees are going to be able to apply to take the new Paid Family Medical Leave. I have been working with MACC's legal negotiator on the policy and hope to have it available next month. I am trying to stay within the CBA but ultimately this is a state mandate that will be handled by Washington State Employment Security Department.

W-4: There is a new W-4 that will be out for 2020. It looks much different than the one we are used to so I have gotten some training on it. We will start using it in January and BIAS is busy implementing the changes necessary. The old W-4 will be fine unless you want to make any changes to your withholding.

Inventory: We are purchasing a new inventory module. Wally and I are busy making sure the list is correct and complete. We have not done the best job of tracking inventory in the past so we are trying to do better.

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

TAIT: There is a new President of the Americas which is something that needed to happen. I know him and he has an engineering background. The TAIT/Harris breakup is complete. We are now doing business direct with TAIT as you will see when we talk about the contract under new business. Also-the maintenance support agreement is on TAIT paper which means we are out of the middle man game with them.

911 Phone System Replacement: We are in the process of building the quote for the replacement of the 911 phone system. We plan on doing the project in the 1<sup>st</sup> quarter of next year with the remaining bond funds. Between this project and the radio system reconfiguration we will eliminate the remaining bond funds.

IT Audit: We have begun the 3<sup>rd</sup> party data security analysis and auditing of the MACC data network. They have completed the external, internal and wireless penetration testing. They did not get into the system which means we have good protections in place. We will have a written report but we know some preliminary information about some firmware updates that need to be done.

MACC Fire Alarm Project: The fire alarm system has been replaced, although there are a punch list of items remaining. The punch list items are scheduled for completion next week.

Tom Taylor thanked Dean for his work and support on the proposition 1 committee. It is an important accomplishment for the community.

Dean added a big thank you to all law enforcement agencies-Great Work! The individual cities did an amazing job with Facebook, videos, pictures, messages and meetings. Now the pre-planning starts for the jail and we are all in agreement

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of that project. There is energy, focus and excitement and it feels good. We have the right people in the right place. The work that is being done now doesn't require any money.

Tom Taylor agreed a lot of work begins now. We met at the county yesterday and started planning.

**OPERATIONS REPORT:** Operations Manager, Becky Stokoe, provided updates to the Operations Report.

Training: We are excited that Gabby is moving right along and doing well in training. She will have her evaluation for call taking November 15-17 and then will move on to radio on the floor with a trainer. She has already had radio training in the classroom so this last phase will be 3-4 weeks.

Tabletop Exercises: We are getting more involved in tabletop exercises and have 2 this month. Instead of the supervisors or me going we are sending the dispatchers so they get the experience.

Polices: Jennifer is working on updating several policies and job descriptions. As these are finished they are sent up the chain for approval.

#### **TAC REPORTS:**

Law TAC: No Meeting/Report.

Fire/EMS TAC: No Meeting/Report.

#### **UNFINISHED BUSINESS:**

1. None

#### **NEW BUSINESS:**

1. MACC Chairman Darin Smith's resignation. Mike Warren spoke of his appreciation for the 10 + years Darin has served on the MACC Board and not just served but helped MACC get through some tough times. He feels we should get him a plaque or something to honor him. The group agreed.

Jackie said she would like to have Dwight continue in the Chairman role until January when we have elections. Mike stated that he will stay on in the Police Chief alternate role but does not feel it is appropriate to take the board position because Ephrata is already represented with Jeremy.

Tom Taylor made a motion to appoint Chief Siebert to the board position vacated by Darin Smith. Tom Jones seconded the motion. Tom Taylor rescinded the motion later in the meeting.

Dwight expressed his concern for the lack of evidence of the consensus by the Police Chiefs group to appoint Chief Siebert. Dean stated that he felt that the email Chief Siebert sent to the group getting their okay was the consensus. There is no formal meeting of the group but most responded to the email that they were in favor of the selection.

It was decided no motion was needed and that Chief Siebert would join the MACC Board representing the Police Chiefs of the Cities and Towns of Grant County.

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2. TAIT Contract-Radio System Reconfiguration: This contract has been in the works for quite a while. You have heard me talk about it for months. This project will take some of the poor radio signal areas and make them better. The quality will improve as the signal turns from red to green. We will replace the core controller that is currently a Cassidian box. Cassidian has been bought out by Motorola who will eventually kill the support. The software will work better and have new equipment features. We will also replace the network management system.

We started this process with TAIT's vendor Harris and were at 1M and now working with TAIT directly we are at \$797,000. However, we may still de-scope a couple of items. The remaining bond funds will be used to pay for this project and it is expected to take 8 months. We have the first set of FCC licenses and expect the second set soon. The contract has been vetted by Katherine Kenison who worked with TAIT's legal team. Washington Cities Insurance Authority (WCIA) has also reviewed and had input from a liability stand point. There is some level of risk with any project but I feel confident about the legal position. I also feel confident about the statement of work. I would like the board's approval today to have Jackie sign the contract.

Mike Warren asked about the life span of the equipment. Dean said he had been out at the Warden site yesterday and replaced a bad box. It was put in May of 2012 so we are into it 7 years. Since this is mostly a voice system the lifespan is longer than the portables or mobiles. Starting in 2022 we cannot get the old radios fixed anymore. TAIT started a replacement process 6 years ago with that in mind. The base stations stay. The controllers stay.

**TAIT Contract: Motion was made to accept the TAIT Contract for the Radio System Reconfiguration. m/s (Taylor/Jones.) TAIT Contract approved.**

Christal prepared Resolution 02-2019 which is in your notebooks and the original for Dwight and Jackie to sign. It states that the board approved the TAIT contract, the cost is approximately \$800,000 to be paid out of the remaining bond construction funds and that it is a sole source procurement project.

As a closing note Dwight addressed the group in regards to the MACC Board Chairman position. While he said he will be happy to serve as chairman for the December and January meetings he does not plan to serve past that. I know my limitations and while I can run a meeting I know there is much more to it than that. I think at that time it will be time for someone else to step up.

#### **Policies:**

1. None

Agenda items for the December 12<sup>th</sup> 2019 Board Meeting.

- 1.

**Meeting adjourned at 09:36 hours.**

Christal White, Financial Services Manager