

# MULTI AGENCY COMMUNICATIONS CENTER

## BOARD OF DIRECTORS MEETING

January 9th, 2020

The Multi Agency Communications Center (MACC) Board of Directors met on January 9th 2020 in the MACC Board Room. Vice-Chairman Dwight Vander Vorste called the meeting to order at 09:00 am.

Board Members present were:

Richard Stevens	Grant County Commissioners
Kevin Fuhr	Largest City or Town-City of Moses Lake
Kristine Shuler	Grant County Cities & Towns
Kieth Siebert	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:

Ken Jones	Grant County Sheriff's Office
Erik Koch	Ephrata Police Department
Jackie Jones	MACC
Christal White	MACC
Becky Stokoe	MACC
Mike Warren	Ephrata Police Department
Dean Hane	MACC

**PUBLIC COMMENTS:** Chief Warren let the board know that he is stepping down as the alternate Police Chief board member. This will be his last meeting. This topic will be discussed further under New Business.

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

Dwight notified the board that he signed a bond voucher after the last board meeting. It was something Dean had reported about so he felt comfortable signing it. It was voucher #12001 to Compunet in the amount of \$20,178.67.

**Bond Voucher: Motion was made to approve the signing and approval of the solo bond voucher outside the MACC Board meeting. m/s (Siebert/Burns.) Bond Voucher approved.**

**ELECTION OF BOARD CHAIRMAN for 2020:**

Vice-Chairman Dwight Vander Vorste called for nominations for the Chairman of the MACC Board for 2020. After some discussion Jeremy Burns said he would feel comfortable as the Board Chairman. He has been involved in many facets of MACC over the years. Some of the areas include; the radio project upgrade, personnel committee, the budget/finance committee to name a few.

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**Motion made and seconded to nominate and elect Jeremy Burns as the 2020 MACC Board Chairman m/s (Jones/Siebert). Motion approved.**

**ELECTION OF BOARD VICE CHAIRMAN for 2020:** Vice-Chairman Dwight Vander Vorste called for nominations for the Vice-Chairman of the MACC Board for 2020. After some discussion Dwight Vander Vorste was nominated for the Vice-Chairman.

**Motion made and seconded to nominate and elect Dwight Vander Vorste as the 2020 MACC Board Vice Chairman. m/s (Stevens/Fuhr). Motion approved.**

**MACC BOARD COMMITTEE MEMBERSHIP:** The standing MACC Board Committees membership for 2019 was reviewed to see if any adjustments were needed for 2020. The Board members reviewed the committee membership and it was noted that there is an opening on the Executive Committee. Also since Tom Taylor is out for several meetings and the Personnel Committee is active maybe we should appoint someone new to that committee. It was decided to leave Tom on the Personnel Committee and table the Executive Committee appointment until the new Moses Lake City Manager is on board. Kevin Fuhr noted that she may be interested once she gets settled.

**Motion made and seconded to table updates to the Committee membership. m/s (Jones/Fuhr). Motion approved. Agenda Item tabled until the next meeting.**

#### **MACC Board REPORTS:**

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

Transition: I have been meeting with Dean and transitioning him to the Interim Director role. Dean has been great to work with. I have given things to Becky and Christal as well.

State E911 Advisory Committee Meeting: All carriers were to complete cutover to the ESInet II by December 31<sup>st</sup> 2019 but as of midnight 31 December, there were still carriers that had not migrated. Of the remaining carriers still needing to transition, most have made huge strides and are expected to complete by early to mid-January. CenturyLink carriers are still projecting to go into June.

Phone Outage: There was a land line outage in Royal City caused by a fiber cut. Citizens could call within their local area but could not call outside of that. Because of this, citizens could not call 911 from landline phones. The fiber line cut happened about 1300 on December 26<sup>th</sup> and was repaired and landline phone service was restored at approximately 2105 hours.

Stats: I updated the statistics for 2019 and put them in your board books. The CAD incidents are up a bit but most everything else stayed about the same. There were lots more non-emergency calls last year than this year. The 911 calls come in a variety of ways; text, VOIP, landline and wireless. Most all language translation calls are requested in Spanish and the State E-911 Office reimburses us for the cost of those calls.

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Today is my last day and it has been a pleasure working here. Several chimed in to thank Jackie and wish her well in her retirement.

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

Emergency Communication Sales and Use Tax: The December 2019 distribution was \$210,900.12. The year to date is \$2,392,610.30. The sales tax collected for the year to date is about \$200,000 above last year.

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

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

The User Fee Income Statement was reviewed and the result was 84.64% of the budget was spent and 91.67% of the year has elapsed. There is one line item, Misc. /Registrations overspent by \$1.42.

The E911 Income Statement was reviewed and the result was 79.04% of the budget was spent. Several line items are over spent but the overall budget is good.

The Sales Tax budget is spent at 43.52%.

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

Radio System Redesign: This project has begun with the system design well underway and some of the equipment beginning to arrive.

#### 2020 Project Plan:

1. The radio system project will cost 1 Million and is expected to be completed by the end of June or mid-July.
2. The 911 phone system will be replaced with cutover the end of April.
3. The phone system at the backup center will be replaced in Q3 or Q4.
4. The console server needs to be replaced as it is not healthy. This was not anything we had planned so I am not sure of the timeline.
5. We will look at Spillman CAD to CAD again. There are 3 dispatch centers using it so we will talk with them about the pros, cons, values and risks.
6. For law-we will look at Spillman mobile AVL. Currently if the hockey puck comes unplugged or someone is logged out the data will not report. We will see about a different way to report the data regardless of people being logged in. This has a projected timeline of Q2 or Q3.
7. For fire we are refining response plans. We had over 55,000 plans so we have started work with the smaller agencies to try and reduce the number of plans.
8. We have started the conversation with iSpyFire to look at their backup CAD program.

That is a snapshot of the 2020 plan.

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Interim-Director: The last couple of weeks I have been working on the transition plan to Interim Director. We had an administrative staff meeting where everyone talked about their roles and responsibilities. Next I will be meeting with each staff member one on one. The personnel committee will be meeting soon and we can go from there.

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

The only thing extra to add to my report is the numbers for language line. Total calls for December =72 for 506 minutes.

Jeremy asked when Gabby was released. Jackie answered December 21<sup>st</sup>. It was also noted that Justin's last day was December 31<sup>st</sup>.

#### **TAC REPORTS:**

Law TAC: No Meeting/No Report.

Fire/EMS TAC: No Meeting/No Report.

#### **UNFINISHED BUSINESS:**

1. Interim Director Salary: Tom Jones reported that the Personnel Committee met with Dean after the MACC Special Board meeting and offered him 5% above his current salary as additional compensation for the Director duties. Dean accepted.

**Motion made and seconded to pay Dean Hane an additional 5% over and above his current salary for the additional duties as Interim Director. m/s (Siebert/Shuler). Motion approved.**

#### **NEW BUSINESS:**

1. Committee Quorum: Dwight stated that since it is difficult to get a quorum at the Technical Advisory Committees (TAC) meetings and they are only advisory in nature he would like to do away with the quorum needed at meetings.

Christal put a copy of the Bylaws 4.03 that addresses quorums in the board books for your review. It states: *Representation by a majority of the total membership of each Technical Advisory Committee shall constitute a quorum of each Technical Advisory Committee.*

Tom Jones asked if we could just do away with that section of the Bylaws. After some discussion it was agreed that the quorum language as it relates to the TAC's would be omitted and the updated Bylaws would be brought to the next board meeting for signature. The group does not want to review the document for any additional changes at this time.

2. Alternate Police Chief Board Position: The MACC Board alternate, Chief Warren, is stepping down to take a new position so there will need to be a new alternate selected. The group discussed the selection process. Jeremy stated that he was appointed from the Fire Chiefs and Commissioners. The Interlocal Agreement states that each entity represented by the board shall appoint an alternate of behalf of their appropriate member organization. It was decided that the Board Member representing that group, Kieth Siebert, would reach out to the Police Chiefs in Grant County and see if anyone was interested in the alternate position and report back.

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#### **Policies:**

1. The Board approved the 5 policies as a packet with no corrections or updates:
  - #101 Disciplinary Process
  - #104 Automated External Defibrillator (AED)
  - #121 Accident Reporting Policy
  - #234 MACC Vehicle Use
  - #421 ANI/ALI Discrepancy Reporting

**Motion made and seconded to approve the 5 policies as presented. m/s (Siebert/Jones). Motion approved.**

Agenda items for the February 13<sup>th</sup> 2020 Board Meeting.

1. Bylaws update-TAC Committee Quorum
2. Tabled-Board Committee assignments
3. Search for new Director

**Meeting adjourned at 09:32 hours.**

Christal White, Financial Services Manager