

MULTI AGENCY COMMUNICATIONS CENTER

BOARD OF DIRECTORS MEETING

May 14th, 2020

The Multi Agency Communications Center (MACC) Board of Directors met via teleconference on May 14th 2020. Chairman Jeremy Burns called the meeting to order at 09:03 am.

Board Members present on the teleconference were:

Tom Taylor	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:

Joe Harris	Mattawa Police Chief
Eric Linn	Grant County Fire Districts #10 & #11
Ken Jones	Grant County Sheriff's Office
Christal White	MACC
Becky Stokoe	MACC
Dean Hane	MACC

PUBLIC COMMENTS: None.

Roll call was taken.

Agenda: The Supervisor Report will be added to the agenda. Becky Stokoe will give the report.

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

ACTIVITY REPORT: The Interim-Director, Dean Hane, reviewed the Director's Activity Report.

Director Search: The Personnel Committee has met twice since the last board meeting. This week's meeting was with Prothman. The MACC Director job closed on April 26th with 17 applicants. Prothman brought forward their recommended top 8 applicants which they ranked and together with the personnel committee they reviewed them. The result of the review was that 5 applicants will move forward to the oral interview. The date for the board, in person, interview day will be June 3rd and it will be all day here at MACC. Dean touched base with the board members he had not heard back from to see if they would be able to make it. At this time it seems as though all board members will be in attendance. This will be the time for the board to lay eyes on the applicants and get a feel for them. It will be planned as a Special Board Meeting and held in Executive Session. A second day is planned for User Agencies and Staff to interview

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the applicants. Since we are not able to have a big group interview it was decided that it will be split into two days. The second group will be:

Eric Koch-Representing the Law User Agency Group
Eric Linn-Representing the EMS User Agency Group
Don Fortier-Representing the Fire User Agency Group
Jennifer Pitt-MACC Supervisor
Amanda Scott-MACC Lead Dispatcher/Shop Stewart
Christal White-MACC Financial Services Manager

The interviews will be 45 minutes to 1 hour each with a set of canned questions. If you have a question you would like to ask you can submit that to me prior to the interview day for consideration. We will get to know them as best as we can in that short period of time. Prothman will help with the background process, offer letter and contract (which will be vetted by legal as well.) As it stands now we are hopeful to have someone on board by mid-July.

Covid-19: Staff and Dispatch are healthy and handling services well. The call taking protocols are continuing to work. We are following the laws with no visitors, tours, sit-a-longs and have added extra personal hygiene and disinfecting efforts.

State 911 Office: We continue to have very little visibility with the State 911 Office.

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

Emergency Communication Sales and Use Tax: The April 2020 distribution was \$184,150.63. This month's distribution is from February's collection. The year to date distributions total \$778,643.43.

Cash balances: All of the ending account balances were provided as of March 2020. The bond construction fund has a \$908,248.55 balance but we processed \$438,578.95 in payments to TAIT this month so that will decrease the balance significantly.

Income Statements: The Income Statements were reviewed for March 2020.

The User Fee Income Statement was reviewed and the result was 23.23% of the budget was spent and 25% of the year has elapsed. The line items overspent were as a result of items being paid for in the first few months of the year and will even out as the year progresses.

The E911 Income Statement was reviewed and the result was 26.51% of the budget was spent. This budget is overspent due to paying the Spillman annual maintenance in January. This will continue to even out in the next couple of months. This budget is where the Director salary is paid from and we are seeing those savings reflected in the Salary line item.

The Sales Tax budget is spent at 9.01%. A couple line items overspent but this budget is well under for the year so far.

E911 Coordinator Professional Development (CPD) Contract application was submitted to the WA State Military Department. It is for roughly \$45,000 and has projected the local income (telephone tax) to be up 1.3% for FY21.

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WA Teamsters Welfare Trust Benefit Audit: We have been notified of the benefit audit for the period of 2003-2020. I have submitted all the requested timesheets, payroll taxes and payroll reports. The audit has not started yet but they will be reviewing benefit eligibility.

WA State Auditor Annual Financial Report: I have completed the annual report and it is in the process of technical review. A CPA with Springbrook (formally BIAS Software) is conducting the review and we will talk this afternoon to go over the results. I then plan to submit my report to the WA State Auditor tomorrow. I wanted to ask the board if anyone wants to review it.

Jeremy asked if it is required for the board to review it. Christal shared that she reached out to the Team Wenatchee Audit Manager to ask the question about the internal/board review. He shared that ultimately it is up to the board to decide but that the main thing they look for is the technical review.

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

Radio System Redesign: We have accepted \$438,000 worth of equipment and services and processed payment to TAIT. They have completed the inside equipment install and are looking at the first part of June to install the tower equipment. There are some travel restrictions placed on TAIT due to the Covid-19 stuff.

Spillman: The patch has been scheduled for June 16th. As we get closer it will become more firm. We have been doing some prep work to get ready for it. Spillman will be down and we will be out of some services, like iSpy, for some period of time. We will notify everyone once we have an idea of the maintenance window.

Spillman mobile AVL updates transitioning from the puck style GPS to router based GPS has been tested with good results. The proof of concept is good and it will be deployed to the rest of the capable units.

SUPERVISOR REPORT: Dispatch Supervisor, Becky Stokoe, provided updates to the Supervisor Report.

Supervisory Duties: The 3 supervisors are reassigning duties based on having 3 instead of 2 supervisors. Becky will be doing Public Records Requests so you will begin getting notices from her in response to open requests.

The supervisors will be rotating to attend board meetings and give the supervisor report.

Staffing: The supervisors are looking at coverage to possibly increase shift minimums starting at 10am. They are doing research into call volumes and staffing options to possibly go to 4 dispatchers as a shift minimum.

iSpy: We have been having issues with getting multiple notices from iSpy when call taking and paging. We are working on it and hope to have a resolution soon.

Response Plans: We implemented the response plans on April 14th and the dispatchers are adjusting to the changes. Once they get the nature and address they page out. The times have improved drastically.

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Stats: It was an odd month in that the CAD calls were up-we had 665-but the incoming phones calls were down with 790 for the month.

Jeremy asked if a difference like that could be due to officer created calls. Becky answered that a CAD call includes traffic stops and officer calls so it is likely due to more of those.

Eric asked if calls for training counted and could that be part of it. Becky replied that yes that could be part of it too.

PERSONNEL COMMITTEE: Dean indicated that the personnel committee report regarding the director search information was shared in his Director report.

TAC REPORTS:

Law TAC: No Meeting/No Report

Fire/EMS TAC: No Meeting/No Report

UNFINISHED BUSINESS:

1. None

NEW BUSINESS:

1. None

Policies:

1. None

Good of the Order: Eric Linn shared that Dean and Gerrit came down and met with them regarding the combining of GCFD #10 & #11. They put a transition plan in place doing a bunch of work and he really appreciates it.

Dean thanked Eric for the kind words and mentioned that lots of work had gone into place prepping to merge the districts and the vote of over 90% in favor was reflective of the work that was done.

Eric said the vote was 91.8% and they like to say it is the highest ever in the state.

Motion made and seconded to adjourn the board meeting. m/s (Siebert/Taylor.) Meeting adjourned at 0925 hours.

Agenda items for the June 11th 2020 Board Meeting.

1. Fulfilling the Director Role.
2. 2021 Preliminary Budget Information

Christal White, Financial Services Manager