

# MULTI AGENCY COMMUNICATIONS CENTER

## BOARD OF DIRECTORS MEETING

August 13th, 2020

The Multi Agency Communications Center (MACC) Board of Directors met via teleconference on August 13th 2020. Chairman Jeremy Burns called the meeting to order at 09:02 am.

Board Members present on the teleconference were:

Jeremy Burns	Grant County Fire Chief's & Commissioner's
Kevin Fuhr	Largest City or Town-City of Moses Lake
Tom Taylor	Grant County Commissioners
Kristine Shuler	Grant County Cities & Towns
Ken Jones	Grant County Sheriff's Office

Board Members present in person were:

Dwight Vander Vorste	EMS Emergency Medical Council
Kieth Siebert	Grant County Police Chiefs

Others present were:

D.T. Donaldson	MACC
Christal White	MACC
Dean Hane	MACC

**PUBLIC COMMENTS:** None.

Roll call was taken.

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

**MACC Board REPORTS:**

**ACTIVITY REPORT:** The Director, D.T. Donaldson, reviewed the Director's Activity Report.

Staffing: We have a dispatcher vacancy with Sam leaving and actually today is her last day. We are working on a hiring plan making adjustments as necessary to the process due to Covid-19. We plan on starting within the next couple of weeks.

I am meeting one-on-one with the dispatchers as an initial meet-and-greet. I have met with 6 so far and will finish up during the month of August.

Partner Agencies: I am planning on visiting fire agencies in the near future with Chief Burns as my escort.

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Collective Bargaining Agreement (CBA): We are currently bargaining a 3 year contract with the Teamsters. I was not here for the first meeting but did get in on the second session. We had a teleconference Personnel Committee meeting on the 10<sup>th</sup> and will have our next meeting with the Teamsters on the 20<sup>th</sup>.

Covid 19: We had an employee with Covid-19 exposure recently. We followed the Department of Health's recommendations. The process was a bit confusing but the employee was able to use the Family First Corona Virus Response Act paid leave of 80 hours and is now back to work.

Stats: Dean spoke about the stats listed in the report noting that the trend line on calls is up in July. It is no surprise as the increase in calls is expected for the busy summer months.

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

Emergency Communication Sales and Use Tax: The July 2020 distribution was \$278,220.32. It is a huge distribution as you can see from the trend line in the chart.

Tom Taylor said Darryl Pheasant had informed the Grant County Commissioners that the large amount was due to the sale of a plane in Grant County. While the distributions have been up we do not expect this large of an increase in the future.

Cash balances: All of the ending account balances were provided as of June 2020. The bond construction fund has an ending balance of \$434,320.67 but payments were made in July so the true balance is about half of that.

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

The User Fee Income Statement was reviewed and the result was 46.33% of the budget was spent and 50% of the year has elapsed. Professional services are slightly over at 45.58% and it is mostly due to legal work. Insurance and Capital continue to be overspent due to the expenditures being early in the year.

The E911 Income Statement was reviewed and the result was 39.95% of the budget was spent. Staffing Expense is spent at 33.51%. All the budgets are looking good for salaries, overtime and benefits. The Spillman maintenance is paid in January so this line item is overspent all year.

The Sales Tax budget is spent at 28.23%. Those of you on the teleconference do not have the bond payments reflected in your statement. Those payments never hit the MACC budget but are transferred directly from the tax account at Grant County and the payments are made from there. This budget has a couple of line items overspent as well due to timing of payments.

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

Radio System Redesign: There has been a lot of time and effort put into the radio project. The new controllers already need software upgrades due to functional problems. The software will not be available until September 3<sup>rd</sup> or 4<sup>th</sup>.

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We conducted two weeks of field coverage testing but additional work remains. There are a couple areas that need to be re-tested as they were initially done wrong. We are working with the vendor to sort out the timeline based on the resources they have available. We are not going to make the end of August timeline for cutover it will more likely be the end of September or early October.

Radios: I have finished programmed WSP radio with law user agency channels so they are back on our system. They had to be reprogrammed due to the replacement of the radio system controllers.

911 Phone System: This project is still paused pending the lifting of Covid-19 restrictions.

Spillman: The transition of Grant County Fire Districts 10 & 11 to Royal Slope Fire/EMS has been completed.

The GIS/mapping audits are still hitting the quota of 98% with no critical errors. This takes a lot of work.

**PERSONNEL COMMITTEE:** Jeremy reported that the committee met via teleconference to review the union bargaining options and financing requests and develop a plan.

**FINANCE COMMITTEE:** Jeremy reported that the Finance Committee met twice, on the 9<sup>th</sup> and the 29<sup>th</sup>. We did an in depth review which was good for the Finance Committee and D.T. We are recommending a 2% billable call increase for 2021 making the cost of a billable call change from \$30.00 to \$30.60. The sales tax budget has a placeholder of \$600,000 for a list of projects which are not completely defined yet. Overall the budget is up 2.8%.

#### **TAC REPORTS:**

Law TAC: No Meeting-No Report.

Fire/EMS TAC: No Meeting-No Report.

#### **UNFINISHED BUSINESS:**

1. None

#### **NEW BUSINESS:**

1. Proposed 2021 MACC Budget-the budget documents were emailed out last Friday and reviewed by the group in the meeting.

##### Revenue:

- a. The billable calls are up 697 calls and the budget was built on a 2% increase in the billable call rate as recommended by the MACC budget committee and the Finance Committee. That will increase the rate from \$30.00-\$30.60 per billable call. The rate was not raised last year and the board has indicated that they would rather go up a little bit each year than skip years and have an increase of a large amount. The User Fees revenue is \$1,830,808.30 and the following list is the money pledged to bridge the gap.
- b. This User Fee budget relies on cash carryover from:
  - i. User Fees=\$163,553
  - ii. Sales Tax=\$100,000
  - iii. Site Rent=\$50,000
  - iv. Vacating the former Mini MACC=-\$15,000

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This is not unusual due to the fact that User Fees do not completely cover the budget. The last 3 items on the list were pledged when we moved into the new dispatch center in part to pay for the increased cost of the new systems, utilities and maintenance.

- c. The provisional over hire was not funded in this budget. The Finance Committee felt that after reviewing salary comparisons we should focus more in that area. There was not funding in the long term for the position and so in order to sustain it that would need to be resolved. Now, having said that since we are hiring soon if we have two applicants that are stellar we would approach the board about the possibility of hiring them both especially since about 40% wash out during training.

#### Expenditures:

- a. Professional Services is up in this budget for legal fees. With negotiations, arbitration and the need for other legal advice on the rise.
- b. Maintenance is up for the escalation with support contracts and maintenance agreements. The majority of it is in the E911 and Sales Tax budgets.
- c. In the last two years we have moved \$48,700 in technology support contracts and maintenance from the User Fee budget to the Sales Tax budget.
- d. If you look at the break down of the User Fees budget:  
The total budget is \$2,159,361.30  
\$1,927,601.30 is Salaries & Benefits  
\$ 231,760.00 in Operating Costs
- e. The list for the \$600,000 in capital projects is at the bottom of the sheet and I have accidently listed PC replacement-dispatch & admin twice. Disregard the double entry.
- f. The \$200,000 in the ER&R line is for equipment failures and replacements. Having this line item allows us to respond quickly to equipment failure needs that are not in the budget.
- g. If you take the capital projects out of the 2021 budget it is up 2.8% over 2020.

#### Policies:

1. None

**Motion made and seconded to adjourn the board meeting. m/s (Siebert/Tom Taylor.) Meeting adjourned at 0927 hours.**

Agenda items for the September 10th 2020 Board Meeting.

1. Approval of the Proposed 2021 MACC Budget
- 2.

Christal White, Financial Services Manager