

MULTI AGENCY COMMUNICATIONS CENTER

BOARD OF DIRECTORS MEETING

May 13th, 2021

The Multi Agency Communications Center (MACC) Board of Directors met in person and via teleconference on May 13th, 2021. Chairman Jeremy Burns called the meeting to order at 09:02 am.

Board Members present in person and on the teleconference were:

Jeremy Burns	Grant County Fire Chiefs & Commissioners
Dwight Vander Vorste	EMS Emergency Medical Council
Kieth Siebert	Grant County Police Chiefs
Kevin Fuhr	Largest City or Town-City of Moses Lake
Rob Jones	Grant County Commissioners
Kristine Shuler	Grant County Cites & Towns

Other's present were:

Kurt Adkinson	Ephrata Police Department
D.T. Donaldson	MACC
Dean Hane	MACC
Christal White	MACC

PUBLIC COMMENTS: Dwight shared with the group that he was the only board member here at MACC before Dean came. He said they struggled with vendors not getting work done and month after month reporting the same things. Once the board made the decision to hire Dean and he came on board things started to get done.

Jeremy added that he joined Fire TAC in 2001 and Dean was working with Adcom on a technical evaluation of MACC's radio system. When the board made the decision to hire Dean it benefited all of Grant County. The first responders, MACC staff and the citizens. We value you and your work ethic and appreciate all the work as you have built out the radio system & dispatch center the last 14 years.

Kieth added that he appreciated working with Dean. I appreciate that he is genuine and humble. What you see is what you get.

Dean thanked everyone for the kind words. It has been a pleasure to be here and do this work. I have enjoyed every minute of it.

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

MACC Board REPORTS:

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

Arbitration: MACC prevailed in the arbitration hearing on a non-disciplinary matter. I would like to thank Dean for representing MACC's interest and Jennifer Pitt for her role as well.

Staffing: We have extended a conditional offer for the anticipated dispatcher vacancy that will be the result of the internal supervisor promotion process. The internal supervisor promotion candidate will not start in the new position until fall or winter.

We have a second dispatcher applicant coming in tomorrow for a polygraph exam. If all goes well, we will extend a conditional offer to her as the 1-over hire. We have been advised that we have 1 MACC dispatcher who is being considering for employment elsewhere.

This is Deans last week at MACC and I plan to begin the recruitment efforts in June to fill his position.

The current dispatcher trainee is about half way through training with 3 months left.

We celebrated National Telecommunicator Week last month which ended with a BBQ on the back patio. I would like to thank Commissioner Rob Jones for attending along with the first responders that came by.

Jennifer Pitt organized the creation of a MACC challenge coin with the artistic rendering done by Lead Dispatcher Debbie Postma. There is one for each of you in the back of your board books.

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

Emergency Communication Sales and Use Tax: The April 2021 distribution was \$195,230.63. The year to date is 881,146.46. The distribution for February is generally the highest of the year as it is December's collection. Last year there were a couple of exceptions when a plane was sold in Grant County and the erratic Covid buying. We still trending above last year and this month is no exception.

Cash balances: All of the ending account balances were provided as of March 2021. Fund 135, the tax account held at Grant County, is where the bulk of the 2021 Budget Amendment is coming from. Currently the balance is 6.4 Million.

Income Statements: The Income Statements were reviewed for March 2021.

The User Fee Income Statement was reviewed and the result was 22.73% of the budget was spent and 25% of the year has elapsed. Staffing was spent at 22.37% so even though OT is overspent the category as a whole is fine.

The E911 Income Statement was reviewed and the result was 36.78% of the budget was spent. The staffing expense is overspent in all three categories. The maintenance is overspent due to paying Motorola in January. As of May the overtime is overspent at 66% and the busy part of the year is still coming up. The budget amendment will increase overtime in this budget.

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The Sales Tax budget is spent at 12.55%. A few line items are overspent but this budget has a large capital budget and the bond payments still to pay.

I notified Darryl Pheasant about the budget amendment coming up since a significant amount will be spent out of Fund 135.

The E-911 Military Dept. application was submitted last week. The contract is \$43,421 and is mostly for training, public education and language line.

The Annual Report is due this month and Springbrook will do the technical review.

I would like to have a Finance Committee meeting following next months board meeting. The budget is to be presented at the August board meeting.

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

Radio Project: The antennas were put on air last week. This should help with the bit error rate. I did some drive testing and the results on Martin Road from Quincy to Ephrata were much better. The Highway 17 stretch between Lind Coulee and the golf course also showed a huge improvement.

The network management is about at the 98% mark. The software controls will receive a new build at the end of the month. Then we start the 30-day performance period.

Radios: The radio order has been placed for the portable radio replacement project. It is right at about 2 Million and includes all the necessary accessories. The good news is the ship date is June 20th with a few exceptions on a few accessories.

This will be a 1 for 1 portable radio exchange. MACC will transfer ownership of the radios to the user agencies with an Interlocal Agreement.

We are also purchasing about \$25,000 worth of 3rd party equipment for TRT.

We are conducting routine HVAC maintenance at the sites.

CAD Evaluation Committee: The CAD committee has developed plenty of information from demonstrations, members and user agencies. The committee has made the decision to leave Spillman. They do not have a good product and do not provide good service.

We have completed the contract with the CAD consultant from Federal Engineering. There will be another round of information collecting and vendor interviews. They have a good process we will follow to get to the RFP. I am handing it off to D.T. and Gerrit.

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PERSONNEL COMMITTEE: Jeremy reported that the Personnel Committee met after the last board meeting to brainstorm ideas for filling the Technical Services Manager position. We talked about the functions of the job and what were the core components of what we might be looking for. We talked about recruiting someone from another PSAP, some local resources and possibly a head hunter. We put some work back on D.T. and Dean to develop the PSA and the updated job description both of which have been completed and reviewed.

EXECUTIVE COMMITTEE: PSA/Job Description-Kieth-Report in New Business

FINANCE COMMITTEE: No Meeting-Nothing to Report.

TAC REPORTS:

Law TAC: No Meeting-Nothing to Report.

Fire/EMS TAC: No Meeting-Nothing to Report.

UNFINISHED BUSINESS:

1.

NEW BUSINESS:

1. 2021 Budget Amendment-Resolution 01-2021-the budget amendment is to accomplish 4 things:
 - a. Reduce budgeted Salary & Benefits to accommodate a leave cash out-zero budget impact.
 - b. Increase Overtime by \$50,000. The original budget was \$76,000 and as of May payrolls is spent at 66%.
 - c. Professional Services-for the CAD Consultant & Dean's PSA.
 - d. Capital-for the User Agency Radio Replacement Project.

b. c. & d. will be funded from the tax account balance held at Grant County.

Resolution 01-2021-2021 Budget Amendment: Motion was made and seconded to approve Resolution 01-2021-2021 Budget Amendment. m/s (Siebert/Fuhr) Resolution 01-2021 approved.

2. Professional Services Agreement (PSA)-Dean Hane-Kieth spoke on behalf of the Executive Committee. They reviewed the PSA which is for a 6-month period. With Dean's dedication and commitment, they don't see any problems with it.

Professional Services Agreement (PSA) Dean Hane: Motion was made to and seconded to approve the PSA between MACC and Dean Hane for a period of 6 months. m/s (Fuhr/Siebert) PSA approved.

Policies:

1. None

Kieth mentioned that with Joe Harris no longer with Mattawa Police Department he needs a new alternate to the board. He will send out an email to the group and see who is interested in filling the alternate spot.

Agenda items for the May 13th 2021 Board Meeting.

- 1.

Christal White, Financial Services Manager