

MULTI AGENCY COMMUNICATIONS CENTER

BOARD OF DIRECTORS MEETING

August 12th, 2021

The Multi Agency Communications Center (MACC) Board of Directors met on August 12th, 2021. Chairman Jeremy Burns called the meeting to order at 09:02 am.

Board Members present were:

Dwight Vander Vorste	EMS Emergency Medical Council
Jeremy Burns	Grant County Fire Chiefs & Commissioners
Tom Jones	Grant County Sheriff's Office
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 Cities & Towns-via call in

Other's present were:

Ken Jones	Grant County Sheriff's Office
D.T. Donaldson	MACC
Christal White	MACC

PUBLIC COMMENTS: None

CONSENT AGENDA: Motion was made and seconded 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.

2022 Budget: Christal will be presenting the budget today and I would like to thank her for her work on the budget. Her work has led to MACC having successful audits in the past.

Staffing: We are continuing with an emergency 12-hour shift schedule until October 10th. We have 13 dispatchers with one in the classroom as a trainer. The two supervisors are filling a full time slot on the dispatch floor. We still have two dispatchers out on long-term medical leaves and two trainees in the classroom. We had two dispatchers and a trainee out on bereavement leave. The third trainee certified as a call-taker last week which is providing some relief.

We have a recruitment underway which closes on August 23rd. We have not had much interest but regardless of outcome we will try again in January.

The Technical Service Manager interviews are next Tuesday and we have two candidates.

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The staffing plan going forward is to add more FTE'S, which we have proposed in the 2022 budget. Provide alternate schedules, which they are getting a taste of now. I would say before I came here it was pretty universal for 12's and now it is about 50/50. Then streamlining workload with things like on-line reporting, we will see the product demo after the TAC meeting, and ASAP to PSAP which populates the CAD for alarm calls. The last thing is to look at phone trees for the non-emergent line.

We also have Justin Rowland coming back to fill in as he can and Gerrit Klein back on the floor on his off time. Gerrit was signed off by Amanda after just a few hours so he worked his first shift last night.

Technical Update: The radios have arrived and we are in the process of conducting an inventory. I think the 1-for-1 exchange will probably start sometime toward the end of September. We will get the new Technical Services Manager on board so they can help with the process.

There were several questions about how and when the radios would be exchanged and programmed. D.T. said it will probably start happening at the end of September with Quincy PD first on the list. The group spoke about accessories and holders as part of the order.

There are several agencies that have purchased radios that need programmed besides the ones MACC purchased. Will MACC still hold the programming key or be willing to turn it over to a vendor for help? D.T. would like to get the new radio tech on board and let them make some of the decisions.

The CAD consultant has provided a GAP analysis. The next step will be the RFP process which will probably take until the end of the year. The CAD implementation will be 12-18 months.

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

Emergency Communication Sales and Use Tax: The July 2021 distribution was \$246,860.04. The year to date is \$1,652,251.77.

Cash balances: All of the ending account balances were provided as of June 2021. The User Fee ending balance is negative but the transfer from Fund 135 actually happened at the same time the TAIT invoice for radios was processed. The processing of the \$1.9M invoice was done with the Grant County Treasurer in the loop. The site rent balance is over \$500,000 and comes from Grant County PUD. Some of the site rent is pledged to help fill the gap in the 2022 User Fee Budget. The construction bond fund has \$44,349.11 remaining so the next project bill close to that amount will be paid out of that to fund to zero it out. The interest only bond payments were made in June from sales tax in the amount of \$214,794.75.

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

The User Fee Income Statement was reviewed and the result was 43.18% of the budget was spent and 50% of the year has elapsed. Staffing was spent at 43.57% so even though OT is overspent the category as a whole is fine.

The E911 Income Statement was reviewed and the result was 55.67% of the budget was spent. Staff expense was spent at 52.28% and is partly due to cash outs of leave balances. This budget is overspent but will even out as the year goes.

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The Sales Tax budget is spent at 52.34%. This is the first time we have seen this budget overspent but with the radio purchase and Deans leave cash outs a lot has been spent out of it in the last three months.

D.T. covered the staffing updates in his report. We continue to have a lot of efforts in staffing between medical leaves, recruiting, hiring, training and exiting.

The 2022 budget is complete and we will look at it in a little bit.

Springbrook is refining their quote for the cloud-based program. We will take another look.

I have attended a few webinar based trainings and have a few more coming up.

PERSONNEL COMMITTEE: No Meeting-Nothing to Report.

EXECUTIVE COMMITTEE: No Meeting-Nothing to Report.

FINANCE COMMITTEE: Meeting July 13th-minutes in committee reports. We will review these minutes along with the MACC 2022 Preliminary Budget under New Business.

TAC REPORTS:

Law TAC: No Meeting/Report

Fire/EMS TAC: No Meeting/Report

UNFINISHED BUSINESS:

1. None

NEW BUSINESS:

1. MACC Preliminary 2022 Budget: In your packet you have the 2022-2021 Billable Call Comparison, The 2022 Revenue Budget, The 2022 Expenditure Budget and the 2021-2022 Expenditure Comparison.
 - a. Billable Calls: The group reviewed the Preliminary Draft Billable Call Count Comparisons for 2022 & 2021. The 2022 billable calls are up 2549 calls-1% -which will generate \$79,528.80 in additional revenue at the increased (2%) rate of \$31.20.
 - b. Increased FTE'S: To try and get in a better staffing position with the idea that only 2/3 of the time is productive (the remaining 1/3 is accounted for by vacations, sick leave etc) the 18 FTE count will move to 22 FTE's and be funded by sales tax. We will continue to try and fill the 1 over-hire that has been previously approved as well. Salaries will increase 3% for Operational Staff.
 - c. 2022 Preliminary Budget: The overall 2022 budget is \$5,268,124.45 which is down \$(290,569.09) from the 2021 budget-mostly due to less projects. We are adding 4 FTE's (+\$262,768.69) and have some escalation and increases projected for technology maintenance contracts & Insurance costs.
 - d. We will continue the practice of covering the User Fee budget shortfall with:
 - Sales Tax=\$100,000
 - Site Rent=\$160,000
 - Dollars freed up by vacating the old Mini MACC=\$15,000

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Kevin asked if the Capital line items of \$100,00 each was going to be enough for projects next year. The general thought is that so many projects have been done the last two years that it should be enough.

He asked that the billable call comparison be sent out to the chiefs now instead of waiting as many are working on their budgets now. He shared that he turned his in yesterday.

The group will review the budget, ask any questions and approve it at the September MACC Board Meeting.

Jeremy expressed to the group to stop in and see the dispatchers as you can. They are part of the first responder family but often do not get the recognition that other first responders get. They have given up vacation and are working lots of hours so I think it is important to stop in and thank them for the job they do.

Christal shared that the Kids Hope dog-Valor-was up visiting when one of the K-9's came by so the dogs got to meet each other. The dispatchers love when dogs visit and it can take the tension out of the room very quickly.

Ken asked if being included in the CISM's help the dispatchers. D.T. thanked everyone for including them as it means a lot and they do attend when invited.

Policies:

1. None

Agenda items for the September 9th 2021 Board Meeting.

1. MACC 2022 Budget Approval
- 2.

Motion made and seconded to adjourn the board meeting. m/s (Jones/Siebert.) Meeting adjourned at 09:40 hours.

Christal White, Financial Services Manager