

MULTI AGENCY COMMUNICATIONS CENTER

BOARD OF DIRECTORS MEETING

March 10th, 2022

The Multi Agency Communications Center (MACC) Board of Directors met on March 10th, 2022. Chairman Jeremy Burns called the meeting to order at 09:00 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-called in

Other's present were:

D.T. Donaldson	MACC
Christal White	MACC
Gerrit Klein	MACC

Added Agenda Item: New Business: MACC/Teamsters Contract Extension Agreement

PUBLIC COMMENTS: None

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

MACC Board REPORTS:

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

Staffing: The latest Dispatcher recruitment resulted in one offer of employment. The new employee will start the week of March 14th. We plan to conduct another Dispatcher recruitment in April and will continue to do those about every other month.

We are currently conducting an internal recruitment to fill the vacant Dispatch Supervisor position. I expect to have the position filled by the end of the month.

On March 1st we held our first virtual voluntary staff meeting. The meeting was well attended, and the feedback was positive. We plan to conduct similar meetings monthly, at least through the new CAD implementation.

Other Updates:

Mid-term Labor-Management Contract Negotiations: The Union agreed with the proposed terms, and the contract extension is awaiting final Board approval and signature.

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Inter-agency Collaboration: I met with Rivercom's new leadership last month. Both the Director and Deputy Director have been there about 3 months. They are very open to potential future collaborations, including the shared use of Next Generation 911 (NG911) and other technologies.

I met with Dave Ruffin, the Criminal Justice program instructor at CB Tech. The primary topic was workforce development opportunities for recruiting Dispatchers. We are going to be meeting again. We talked about the use of simulators for testing and an internship-like program.

Administrative Salary Schedule: The Financial Services Manager prepared two options for the administrative salary scales that increase the number of steps. We will review them in Unfinished Business.

National Telecommunicator Week falls April 10th-16th. MACC will be hosting a BBQ on Friday April 15th and everyone is invited. Gerrit is going to be cooking up something special, so we hope to have good attendance. We will get a flyer out so you can invite your staff.

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

Emergency Communication Sales and Use Tax: The February 2022 distribution was \$244,371.82. The year to date is \$475,945.96. February's distribution is from December's collection and tends to be the highest month.

Cash balances: All of the ending account balances were provided as of January 2022.

Income Statements: The Income Statements were reviewed for January 2022.

The User Fee Income Statement was reviewed, and the result was 9.14% of the budget was spent and 8.3% of the year has elapsed. Staffing was spent at 8.95%.

The E911 Income Statement was reviewed, and the result was 18.14% of the budget was spent. This is largely due to the Spillman/Motorola invoice being paid in January. Staff expense was spent at 5.52%.

The Sales Tax budget is spent at 6.24%. There are multiple line items overspent but the budget is still within the percentage of the year that has elapsed.

Budget Amendment: We are preparing the list of items that will need to be included in the 2022 Budget Amendment. We have always planned on doing a budget amendment after we selected the new CAD vendor. When we worked on the 2022 budget last year, we decided not to try and guess on how much the CAD was going to cost but instead we planned to amend the budget once a CAD vendor was selected. Here is the list of items we will include with the budget amendment:

- CAD
- CAD consultant
- Systems connected to the CAD that might need updating:
 - Logging recorder
 - Protocols

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- Other
- Hane-PSA
- GIS Trainer-PSA
- Schedule Software
- Viper Maint-part of the 911 phone upgrade-year 2
- Radios-User Agencies purchases
- Maintenance-MAC, Back-up/Sites
- OT

The amendment will most likely happen in May, so this is just informational at this point.

TECHNICAL REPORT: The Technical Services Manager, Gerrit Klein, reviewed the Technical Services Report.

Radio System: -Racom has submitted a quote for additional site work discovered during last year's preventative maintenance visits. The quote is being reviewed and expected to be signed and approved within the next few days.

Tait is updating the zone controller software. The latest version is scheduled for release later this year.

MACC had an introduction meeting with Day Wireless which could lead to having them cover some of the site work in the future.

The Avtec Scout console update is presently on hold as we are awaiting our site logging recorder, Stancil, to complete the conversion to recording radio traffic via IP. This conversion will allow MACC to provide clearer recordings of radio transmissions.

A special thank you to Chief Dan Smith and his team with Grant County Fire District Five for fabricated new speaker mounts for the new radio speakers deployed at the dispatch consoles.

CAD System: The RFP for Public Safety Software Solution will close on March 29, 2022, at 14:00 hours. A two-week extension was requested by two potential vendors and our consultant recommended approving the extension. No further extensions will be granted.

MACC is currently designing an online reporting portal into the new CAD system. We anticipate this will help lessen non-emergency call impact on the dispatchers. The model that is presently being worked on by MACC will be provided to the new CAD vendor to implement

General Technical Services: The original portable Radio Project is 100% complete. The next step is that MACC will be contacting the partner agencies to get their Mobile Radios updated. As an add-on we have received one hundred TM9400 mobile radios for the Grant County Sheriff's Office which are currently being programmed.

MACC is in the process of updating the Firewalls. This comes because of a phishing attack carried out on the Washington State Patrol late in February. Also, cyber-security concerns emanating out of Ukraine and Russia. The banking industry is the primary known target, but infrastructure (to include 911) could also be targeted.

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We are now awaiting accounts and licensing for the LTE component of the LMR system. Tait's 3rd party vendor is now expediting the order and it is expected that we could have the cellular licenses within the next week. The physical hardware has been deployed at MACC and is awaiting configuration.

We have a Service Level Agreement (SLA) with McDonald-Miller to service HVAC components at all MACC radio sites, including the primary and back-up facilities. McDonald-Miller committed to four-hour response times to Emergent HVAC issues.

PERSONNEL COMMITTEE: No Meeting-Nothing to Report.

EXECUTIVE COMMITTEE: No Meeting-Nothing to Report.

FINANCE COMMITTEE: No Meeting-Nothing to Report.

Law TAC: No Meeting-Nothing to Report.

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

UNFINISHED BUSINESS:

1. **Updated Administrative Salary Schedule Review:** The group reviewed two prepared administrative salary schedules. The first is 3% increase between steps with 10 steps. The second is 2.5% increase between steps with 12 steps. Both schedules show the implementation cost of moving people into the schedule at the closest step salary that is not less than what they are currently making. D.T. & Christal reminded the group that the goal was to update the administrative salary schedule which currently is not consistent and ranges from a position with only 1 step to a position with 7 steps.

The group reviewed and discussed the two presented administrative salary schedule options. While some members did not have a preference, they ultimately decided on the 12-step schedule with the 2.5% increase between steps. The main reason for the decision was that bundled with a COLA the increase would not be as large. The group agreed that the Director would have the discretion on when or if to give the step increases.

Motion made and seconded to accept and implement the 12-step administrative salary schedule as presented and give the director the authority to give the step increases at his discretion. m/s (Fuhr/Jones.) Motion approved.

NEW BUSINESS:

1. **MACC/Teamsters Contract Extension Agreement:** This contract extension was to accomplish the change in paydays to bi-weekly, give salary increases to make us more competitive in the market, allow us to text out overtime needs, clean up some language having to do with 12-hour shifts and extend the contract 1-year. It has been voted on, agreed to and signed by the union.

Motion made and seconded to approve and sign the MACC/Teamsters Contract Extension Agreement. m/s (Siebert/Jones.) Motion approved.

Policies:

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1. None

Agenda items for the April 14th, 2022, Board Meeting:

1. National Telecommunicator Week April 10th-16th.

Motion made and seconded to adjourn the board meeting. m/s (Siebert/Fuhr.) Meeting adjourned at 9:37 hours.

Christal White, Financial Services Manager