



YAKIMA PUBLIC SAFETY COMMUNICATIONS CENTER

200 South 3rd Street
Yakima, WA 98901

August 11, 2022 0900-1000 SunComm CORE Room 911 ADMIN & Operations Joint Board Meeting

911 OPERATIONS BOARD			911 ADMIN BOARD		
Sheriff	Bob Udell		County Commissioner	Amanda McKinney	x
Alternate	CarriAnn Ross	x	Mayor of Yakima	Janice Deccio	
Yakima PD Chief	Matt Murray		Alternative		
Alternate	Lt. Tory Adams	x	Mayor UV Cities	Sherry Raymond	x
Upper Valley PD Chief (Moxee, Tieton, or UG)			Mayor Sunnyside	Francisco Guerrero	
Lower Valley Law representative #1	John Clary	x	Mayor LV Cities		
Lower Valley Law representative #2			Fire Commissioner LV	Dave Charvet	
Yakima FD Chief	Aaron Markham		Fire Commissioner UV	Brad Helms	
Alternate	DC Jeremy Rodriguez		Guests		
YFD #5 Chief	Ken Shipman				
Alternate	Greg Klutts	x			
Upper Valley FD Chief	Jim Lange				
Alternate	Nathan Craig	x			
Lower Valley FD Chief	Tim Smith				
Director of Emergency Management	Tony Miller				
Director of Emergency Medical Services (EMS)	Tony Miller				
SunComm 911 Director	Erica McNamara	x			

❖ Introduction of Members

❖ May 12, 2022 meeting was a Pro QA demo no minutes to approve.

❖ Pro QA

- Greg mentioned that Chief Shipman would like to see other EMD programs, specifically APCO's.
- Pro QA is a national computer-based program. We are only looking at the medical portion. It is very structured and walks you through clear instruction.
- APCO is on flip cards and it may be able to intergraded in Spillman. They also offer law enforcement and fire in individual modules. Unknown amount of cost Erica will contact them for pricing. Chief Craig inquired if there were other programs available.

Providing Emergency Communication Services to Yakima County

Business Phone: 509.248.9911

Business Fax: 509.576.6555

- Pro QA \$125,000 for the program and an additional cost to interface with Spillman for \$20,000. Pricing also includes the quality insurance program.
- Chief Craig would like to decide on an EMD program by fall.

- ❖ Report from 911 Operations Chair Chief Nathan Craig
 - ❖ Nothing to report

- ❖ Report from 911 Administrative Board Chair Commissioner McKinney
 - ❖ There is no meeting for the ADMIN Board as there is no quorum

- ❖ Report from 911 Director Erica McNamara-
 - ❖ Budget –
 - Revenue from last year's fiscal year totaled \$2,442,183.81
 - This includes wireline, wireless and VOIP lines
 - Wireline revenue dropped 11.6% from \$192,628 to \$170,323
 - VOIP revenue increased 7% from \$236,015 to \$252,765
 - Wireless revenue increased 5.4% from \$1,422,511 to \$1,499,528
 - Total revenue increased from the prior year is 2.38% from \$2,385,425 to \$2,442,183
 - Revenue is not keeping up with inflation or increases in salaries which is impacting the reserve fund
 - The reserve fund currently has a balance of approximately \$700,000
 - Estimated budget for 2023 is slightly over \$2.5 million
 - This was determined by applying the revenue percentage increase from 2020-2021 (2.34%) to the actual revenue from 2021
 - Changes of note
 - Salaries
 - i. The allocation of salaries was adjusted to three different line items. The overall salaries did not change significantly, simply the allocation. This provides better documentation of what salary funds are applied to Telecommunicator I (call-takers), Telecommunicator (call-takers/dispatchers) and Management
 - Telephone upgrade
 - i. The telephone upgrade is taking longer than expected. One of the concerns is how the cost impacts the reserve budget despite it being approved in the September 2021 911 Admin/Ops Board meeting
 - ii. The original quote included updating SunComm, as well as the back-up center located at YPD. Erica is working with the vendor for an update quote that only includes SunComm.

- iii. Erica will also look grant options to help fund the phone upgrade
 - o YakCorp fee reduction
 - i. County IT contacted each agency to complete a user audit. The updated numbers were significantly less than last year's which accounts for the reduction in the YakCorp fee
 - o Telecommunicator position
 - i. This position is a hybrid of a call-taking/dispatcher position. Employees will be cross trained in all disciplines; however, they will work one discipline at a time.
 - ii. The call-takers were grandfathered in and will remain in their current classification until they elect to promote or sever employment with SunComm.
 - o Overage
 - i. Per the 911 Services Agreement Contract, SunComm may maintain 1/12 of the total budget if there is a fund balance at the end of the year.
 - ii. Historically, SunComm and County finance have not required SunComm to pay back any excess of 1/12 and just adjusted the budget accordingly. Moving forward, Erica and Craig Warner have decided that SunComm will pay back the County for anything beyond the 1/12th to maintain transparency and ensure clarity during each budget cycle.
 - o **Motion to accept the presented 2023 budget motion to approve second Motion to approve Seconded Greg**

❖ Phone Upgrade-

- Last September, the 911 phone upgrade was approved by the board. Contract negotiations and implementation are taking longer than expected. The current scope of work includes an upgrade of SunComm as well as the back-up center located at YPD. Currently these two centers function independently. The upgrade would connect the two phone systems, allowing those working at the back-up center to see what is occurring in actual time. This is beneficial in that SunComm does not have to go through the protocols of rolling 911 calls over to another center during an emergency. Additionally, it allows for a secondary work space should another pandemic impact the City/County and employees can work while being isolated. The current quote for both centers is \$454,000. Due to the

decrease in tax revenue and limited reserves, Erica is working with the vendor for a quote that just covers SunComm. Typically, the life cycle for 911 phone equipment is five years and currently the equipment is eight years old.

- ❖ Chief Craig would like to explore the option of rolling the phones to another county in the event of an emergency. Benton County is of similar size and may be a good option. Kittitas County is too small and would not be able to safely handle the workload.

- ❖ Report from any member-

Meeting adjourned at 0940