

YAKCORPS Executive Board and Operations Board Joint Meeting
Operations Board Meeting
February 9, 2023
1000-1100
SunComm CORE Room
2403 South 18th Street
Union Gap, WA 98903

- Approval of meeting minutes from November 10, 2022. Motion to approve the minutes as presented- Commissioner Todd Lunning-Second Mayor Deccio.
- YAKCORPS requirements for access to full system (CJ level access)- CarriAnn.
 - A draft was presented which was created by CarriAnn, LT. Tory Adam and Stephen Bland. The draft incorporates the requests of both Boards from last meeting.
 - An Authorizations and agreement section was added to cover the CJIS use documents required for non-CJ entities who may encounter CJIS data via Spillman.
 - Look at an agreement for use for all non-member user entities to sign. A draft will be forwarded to both Boards for review and comment, and a special meeting may be called to formally approve. – ([Action Item-CarriAnn Ross](#))
 - The crime lab is seeking their own ORI.
 - Once this is attained, they will be a CJ agency and fall under the audit requirements of FBI/WSP
 - The lab will need to meet these requirements to access IPSS as they are a hosted entity and not with a CJ agency.
 - CJIS security training is required.
 - The goal today is to approve the draft as presented. This is for a non-member non-criminal agency. This is a generic agreement and requires every employee meet these requirements. They are a separate entity.
 - **Motion to approve the document outlining requirements for “Access to Yakima County Integrated Public Safety System, (IPSS) for Non-Criminal Justice Entities”. Motion to approve as presented- Mayor Raymond - Second Mayor Deccio. Motion carries.**
- County ITS (Stephen) Security Patches to servers and other supporting hardware and software.
 - They need to be scheduled and should occur at least 8 times a year.
 - Stephen will create a schedule send out in advance for all agencies are prepared. ([action item Stephen Bland](#))
- New Call Screens- Referenced in later agenda item
- CAD TO CAD KittComm to SunComm- Stephen

- Mention of KittComm being our backup center. We will have to be more in sync with KittComm. Erica expressed that while use of KittComm as a backup center may have been mentioned it was not something they felt was feasible. The concern is they are not large enough to accommodate the back up center needs for SunComm. They only have 12 employees, and commonly only two dispatchers on at a time. Benton County is larger and would be a better contender. Additionally, there has been rumblings that Benton County is looking to move towards Spillman.
- Lock down the Involvement “Relationship” field- Brian Buchert
 - Random relationships are being added. Brian suggested that we lock the “Relationship field” and create a pull-down list to utilize it will have at least 20 identifiers. No option of “other”. Primarily officers utilize this field and we foresee no issues.
 - **Motion to authorize the law enforcement agencies to make the change to the “Relationship Field”, working within their smaller user groups to determine the pull-down list choices-Motion to approve Chief Craig - Second Chief Markham. Motion carries. (action item IPSS User Group – Stephan Bland/Brian Buchert)**
- Updated/new dispatch screen-
 - **Seeking approval of members of YakCorp for the dispatch study group to continue reviewing information on the call screens to determine a plan to move forward with the update. Motion to approve Mayor Raymond- Second Mayor Deccio. Motion carries. (action item IPSS Dispatch User Group/Stephen Bland)**
- Propose changing who holds the financial account for YAKCORP- Stephen
 - Kim with Yakima City Finance spoke of transitioning the billing and accounts payable for YakCorp. Currently the City of Yakima (COY) invoices for the service and handles AP, and the County creates the budgets and billings.
 - Article 11 of the YAKCORPS Interlocal Agreement designates City of Yakima as the fiscal agent for YakCorp and will require amending
 - Kim mentioned that there is a lot of back and forth and it will be more efficient for all fiscal responsibilities to be housed under Yakima County.
 - Dale from County ITS spoke to Craig Warner with County Finance and he foresees no issues. Invoicing to member agencies is once per year. Payments are received throughout the year. Invoices for payments from the YAKCORPS budget are also received throughout the year.

- **Motion for New language for article 11- Create an amendment/addendum to update language designating Yakima County to act as the new fiscal agent by January 2024. 2023 we will be transitioning. Motion to approve Chief Lange-Seconded Mayor Deccio. Motion carries. (action/review item for next meeting – City/County Finance, Dale Panattoni/CarriAnn Ross)**
 - Jim Lange mentioned that there are other changes that need to be corrected which may be addressed separately, because a full document review would slow the transition of the fiscal duties (action item for next meeting)
 - The State Auditor’s office contacted COY Finance advising YAKCORPS may be viewed as a stand alone entity and may be audited for 2022. COY received a new entity creation notification form and are working with Yakima County Finance to complete.
- Local Crime Lab request for access to the IPSS system-
 - Need to have an agreement in place so we be certain the rules are followed and to allow for termination of access if requirements are not met and maintained
 - CarriAnn has reviewed other agencies drafts. Will need to have an agreement signed within the next couple months. There was an agreement for WSP but not a signed document.
 - Draft will be emailed out to Executive and Operations members for review and will a call special meeting for approval. Special meeting may be a virtual meeting. The board has approved LCL access verbally and to move forward to finalize an agreement (action item CarriAnn Ross)
- Good of the Order

YAKCORP OPERATIONS BOARD		INITIAL	YAKCORP EXECUTIVE BOARD		INITIAL
Sheriff (Chair)	Bob Udell	x	BOCC (Chair 10/06/22)	Kyle Curtis	x
Designee	CarriAnn Ross	x	Mayor of Yakima (vc 10/06/22)	Janice Deccio	x
Yakima PD Chief	Matt Murray		Alternative		
Alternate	Lt. Tory Adams	x	Mayor UV Cities	Sherry Raymond	x
Upper Valley PD Chief	Dan Christman, Selah (10/06/22)	x	Mayor Sunnyside	Dean Broersma	
Lower Valley PD Chief	John Clary, Toppenish		Mayor LV Cities	Jose Trevino, Granger (10/06/22)	
Yakima FD Chief	Aaron Markham	x	Fire Commissioner LV	Dave Charvet	
Alternate	DC Jeremy Rodriguez		Fire Commissioner LV	Todd Lunning	x
YFD #5 Chief	Ken Shipman	x	Fire Commissioner UV	Brad Helms	x
Alternate					
Upper Valley FD Chief	Jim Lange, Selah	x	GUESTS		
Alternate	Nathan Craig, WV	x	City of Yakima Finance	Jennifer Ferrer	
Lower Valley FD Chief	Tim Smith, Toppenish		City of Yakima Finance	Jennifer Tippett	
			City of Yakima Finance	Kimberly Domine	X
Director DOC	Jeremy Welch		Advanced Life Systems	Donald Sharp	
Pros Atty City or County	Joe Brusic, County	x	Advanced Life Systems	Kadie Maranto	
Alternate	Ryan Bleek, City		YPD Apps Specialist	Brian Buchert	x
SunComm 911 Mgr.	Erica McNamara	x			
Alternate	Angela Brown				
SPECIAL REPRESENTATIVES					
Yakima County IT Director	Dale Panattoni	x	City/Co Courts Record Sys	Megan Saxton	x
City of Yakima IT Manager	John Carney				
Spillman Administrator	Stephen Bland	x			
Alternate	Amanda Callahan	x			

