

MACECOM Governance Board Minutes

February 14, 2017

Civic Center Meeting Rooms 3:00 pm

Present:

Chief Mike Brown, Dist 12 Fire Chiefs Assoc.
Chief Tim McKern, Central Fire/EMS
Chief Darrin Moody, Shelton Police
Sergeant Tracey Bogart, Squaxin Island Police
Commissioner Kevin Shutty, Mason County
Chief Bob Burbridge, Dist 4
Chief Clint Volk, Dist 6

Mayor Gary Cronic, City of Shelton
Commissioner Rich Heinrich, Dist 6
Commissioner Tom Taylor, Central Fire/EMS
Chief Joseph Vukich, Skokomish Tribe
Chief Burbridge, Fire District 4
Commissioner Curt Bennett, Fire Comm. Assoc.

Staff: Director Mike Evans, MACECOM

Deputy Director Mary Ransier, MACECOM

1. The meeting was called to order at 3:00pm by Chairman Darrin Moody and introductions were made around the room.
2. Commissioner Bennett moved to approve the minutes of the January Governance Board meeting as presented. Chief McKern seconded the motion which carried.
3. Director's Report:
 - a. District 13 Radio Issues – Day Wireless hiked to North Mountain today to put up band pass filter, solving the problem of interference. More testing will be conducted in order to determine outstanding issues.
 - b. Strategic Planning Process – Chief Bakken working with Deputy Director Ransier to move to the next step of including Fire Users in feedback sessions.
 - c. Personnel – Probationary employee resigned in January and is being augmented by a temporary appointment of a part time employee to full time. Another employee has resigned, and current staffing is down by one. The testing process will be starting soon to hire two employees.
 - d. AWC health benefits – Medical benefits for MACECOM employees will be changing. AWC is moving away from “Cadillac” plans and going to \$20 co-pay and 90% coverage options. They are currently under review. The loss in benefits to the employee will equal cost savings to the organization. Research is underway to determine if an HRA would be beneficial to off-set the cost of new plans for the employee.
 - e. GIS – Due to the new NENA and State NG911 GIS Data Model standards, which will enable MACECOM to move to NG911, MACECOM data was evaluated by GeoComm (third party) and is at 97% accuracy rate. GeoComm is putting together a proposal to get MACECOM to standard and ongoing maintenance.
 - f. Pro-Phoenix – The sub-committee met last week and unanimously recommends to the Governance Board to move forward with negotiating a contract with Pro-Phoenix,

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specifically interfaces, cost, and data migration. Chief McKern moved to empower Director Evans to begin negotiations with Pro-Phoenix. Commissioner Shuttly seconded the motion which passed.

- g. Capital Project Update – The 911 phone system and logging recorder projects are completed. Fire channel 2 is up and running, the only outstanding issues being District 13. The Law Enforcement radio system had Squaxin put up five repeater capable system at Kamilche and will be putting more in Union and Belfair. MACECOM will be following up with updates from the Timber Lakes site now that HCC has paid for the cable in the neighbor's yard. Director Evans advised the 911 workstations are 12-13 years old and approaching end of life. MACECOM is researching replacement options and quotes.

4. Finance Position:

- a. MACECOM has been contracting with Jann Lusignan Book-Keeping for finance support at \$40/hour. Public disclosure has increased significantly and Jann is doing it all now. Discussion surrounding continuing contracting vs making Jann a full-time employee costs. Director Evans sought a motion and approval to transition Jann Lusignan to a full-time employee as an Office Manager, to get an extra 100 hours of work each month, assign work hours, and give direction. Commissioner Shuttly moved to make the recommendation to the Legislative Board to transition Jann from a contractor to full-time employee. Commissioner Taylor seconded the motion which carried.

5. Policy Review/Approval:

- a. Director Evans explained the process of policy development and review. Discussion surrounding the actual need for the Governance Board to approve policy. Sgt. Bogart moved to have MACECOM move forward with policy development and the Governance Board will review, but not approve, when completed. Chief McKern seconded the motion which carried.

6. Good of the Order:

- a. 2016 Annual Report was disseminated
- b. Chief Moody initiated discussion surrounding mileage reimbursements and need for Director to have access to radios in a vehicle. Currently MACECOM has no car allowance. Discussion surrounding used vehicles with radios. Mayor Cronce moved to have Director Evans complete research into issuing a vehicle and report back to the Governance Board. Chief McKern seconded the motion, which carried.
- c. Discussion surrounding the difference in title for directors of independent agencies. Executive Directors report to a board, such as the structure of MACECOM. Chief McKern moved to alter Director Evans' title to Executive Director. Chief Brown seconded the motion which carried.

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7. Next meeting: March 14th at 3pm in the Civic Center
8. Adjourn: Chief Moody adjourned the meeting at 3:47pm.

Approved by:

Chairman, Darrin Moody, SPD Chief

Tracy Bogart, Sergeant STP

Curt Bennett, Fire Commissioner

Kevin Shutty, County Commissioner

Gary Cronic, Shelton City Mayor

Tom Taylor, Central Mason F & EMS Commissioner

Tim McKern, Chief Central Mason Fire/EMS

Casey Salisbury, Sheriff

