WEDNESDAY 09:00 A.M. APRIL 5, 2006

Board members present: Chairman David Bowen; Vice-Chairman Alan Crankovich; Commissioner Perry Huston.

Others: Tom Swenson, Facilities Maintenance Director; Debbie Myers, Interim Deputy Clerk of the Board.

SPECIAL MEETING ELECTRONIC LOCK INSTALLATION MAINTENANCE

At approximately 09:00 a.m. Chairman Bowen opened the special meeting to discuss the procedures for electronic lock installation at the courthouse.

Commissioner Crankovich said he didn’t want to delay the lock installation progress but they need to know who will have access where.

Commissioner Huston asked how the information would be tracked when the keys are programmed.

Tom Swenson advised the computer software will be stored on the County’s hard drive. When it is set up there should be at least two authorized users who will have a password. No one else will be able to obtain the information. When they are ready, Tom will collect the cards from all the departments and scan into the machine. He thought they should have at least 25 additional cards for new employees etc.

Commissioner Crankovich asked if a card could be cancelled when an employee leaves. Tom said yes, they could take the cards to the lock and download the information within approximately ten minutes.

Discussion followed on who would be entering the building and at what hours. Mr. Swenson stated there are a lot of options for setting up the system. For example, the locks can be programmed to unlock at a certain time of day, or first person in would unlock whole system. He said he could always run an audit on the locks if there were any problems.

Mr. Swenson advised some of the offices would have their secondary door disabled. Chairman Bowen brought up the need to stay in compliance with fire code. Mr. Swenson stated people would still be able to exit through the secondary door, just not able to enter.
There was more discussion on having a card available for the Fire Dept. and that Maintenance and BOCC should all have a master key.

Swenson said he could send out the information to all the department heads and they would be ready for discussion at the management team meeting next month.

Chairman Bowen gave Swenson the green light to proceed.

Meeting was adjourned at 9:20 a.m.

Interim Deputy Clerk of the Board

Debbie Myers

Kittitas County Commissioners
Kittitas County, Washington

David B. Bowen, Chairman