

BEFORE THE BOARD OF NORTHEAST TRI COUNTY HEALTH DISTRICT

IN THE MATTER OF AN AMENDMENT TO )  
THE NORTHEAST TRI COUNTY HEALTH )  
DISTRICT GENERAL FUND BUDGET )

RESOLUTION 02-2018  
AUTHORIZING THE GENERAL FUND  
BUDGET AMENDMENT

**WHEREAS**, it appears that there should be an amendment to the 2018 Northeast Tri County Health District General Fund Budget to include unanticipated revenue and pay for expenditures that were not anticipated at the time of the adoption of the budget.

**NOW, THEREFORE:**

**IT IS HEREBY RESOLVED** by the Board of Health of Northeast Tri County Health District that an amendment be made to the 2018 Health District General Fund Budget as follows and the Administrator of Northeast Tri County Health District is hereby authorized and directed to make said amendment to the 2018 Northeast Tri County Health District General Fund Budget:

Revenue	\$ 41,000
Appropriations	\$ 41,000
Adjusted Budget Total	\$2,092,490

Done this 21<sup>st</sup> day of March 2018 in Colville, Washington and effective immediately upon signatures as of this date.

  
Board Member, Ferry County


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Board Member, Ferry County

  
Board Member, Pend Oreille County

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Board Member, Pend Oreille County

  
Board Member, Stevens County

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Board Member, Stevens County

  
Health Officer

  
Board Member, City of Kettle Falls

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Board Member, City of Newport

  
Board Member, City of Republic

**INFORMATION ONLY  
FOR RESOLUTION 02-2018**

**Grants/Fees:**

Food and Drug Administration (FDA) Grant \$20,000

**Revenue**

Fund Balance \$21,000

**GRAND TOTAL REVENUE \$41,000**

**Amendment Expenditures:**

Professional Services – Software/Development \$20,000

**Expenditures**

Capital Outlays – Phone System \$21,000

**GRAND TOTAL EXPENDITURES \$41,000**

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**TO:** Board of Health Members  
**FROM:** Matt Schanz, Administrator  
**DATE:** March 1, 2018  
**RE:** Evaluation of Phone System Replacement

**Current Phone System Description:**

In 2010, both the Colville and Newport Offices upgraded to a traditional hard-wired phone system. The platform used for both phone systems was a very basic system with limited ability for modification or added capacity. Components of the past phone system from the Colville office were utilized in the Republic office and are presently over twenty (20) years old.

**Current Phone System Costs:**

Across all three (3) NETCHD offices, the total phone cost per month is currently \$1,798 (Century Link and Frontier).

**Problem with Current Phone System:**

- **High Monthly Costs:** Of the total of \$1,798/month cost, \$98 goes towards phone lines that could not be replaced (elevator and phone line for medication temperature monitoring). The remaining \$1,691/month could be reduced by selection of a more cost-effective phone system.
- **Costly IT Support:** Given the age of the existing phone system in Republic, we no longer have a service contract and pay significant rates for work needed on the system. For both the Colville and Newport offices, the phone systems are at their functional limits and cost for service is at \$200/hr. Additionally, the current NEC phone sets, used in both Colville and Newport, will no longer be covered under warranty next year.
- **Limited Functionality:** Given both age and the limited capacity of all three (3) phone systems in our offices, we have difficulty meeting work needs (inability to transfer calls from one office to another, some offices don't have the ability for direct dial or extensions, call forwarding for after-hours emergency duty officer is not capable on all phone systems, not all users have caller ID, etc.)

**Proposed Replacement Phone System:**

Staff have been evaluating the need to upgrade to a more cost effective and functional phone system. In accordance with NETCHD Board of Health Resolution 03-2006 pertaining to procurement, informal written quotations from three (3) vendors were sought, as noted below:

- Philantech3: Upgrading to a VoIP system, quoted price is **\$20,807**
  - Phone handset replacement=\$10,661
  - Phone System with labor=\$10,146

Note: Philantech3 is the District's current IT service/support provider

- **Black Box:** Request for quote submitted on February 13, 2018. To date, we have not received requested quote.
- **Century Link:** Request for quote submitted on February 13, 2018. To date, we have not received requested quote.

The District has an IT committee comprised of staff who have reviewed the phone system proposed by Philantech3 in detail (demonstration of phone system, consultation with another entity who recently switch to the same VoIP system). Based on this committee's review and recommendation to move forward, I recommend that the District accept the proposed bid from Philantech3 to update the phone system.

The merits of the system would allow for:

- **Lower Monthly Cost:** Monthly reoccurring costs would be reduced to an estimated \$665, resulting in **\$1,026** of monthly savings (**\$12,312** annually).
- **Improved and More Affordable IT Support:** Our current IT support consultants, Philantech3, would provide support as a part of the monthly fee.
- **Increased Functionality:** Switching to a VoIP system will ensure integration of the same phone system across all three (3) offices that can meet the needs of staff and will improve service to the public.

**Needed Action:**

This upgrade was not projected in the District's 2018 budget and would require a budget amendment approved by the Board of Health (see attachment).