

CENCOM POLICY BOARD MEETING

April 7, 2015 (1230 to 1330)

Norm Dicks Governance Center, Council Chambers ~ Bremerton, WA

A G E N D A

12:30 (5)

(Chair)

1. Call to Order
2. Public Comment
3. Adoption of Minutes (1/6/15)
4. Additions to the Agenda

12:35 (55)

5. Budget Report
6. Performance Measures Report
7. 2015 Goals and Tech Projects Report
8. Board Work Study Session (4/23 Noon-5:00 PM @CENCOM)
9. Text to 911 Demo
10. Good of the Order

(King)
(Jameson-Owens)
(Kirton)
(Kirton)
(Kirton)
(All)

1:30 Adjourn

(Chair)

CENCOM POLICY BOARD

Minutes
January 6th, 2015

Norm Dicks Center
Bremerton, WA

ATTENDING:

Kitsap County: Commissioner Robert Gelder, Commissioner Ed Wolfe, Commissioner Charlotte Garrido and Sheriff's Office Gary Simpson

Mayors: Port Orchard Mayor Tim Matthes, Poulsbo Mayor Becky Erickson, Bremerton Mayor Patty Lent and Bainbridge Island Mayor Anne Blair

Bremerton City Council Members: Greg Wheeler

Fire Commissioners: Bob Muhleman, Dusty Wiley and Dave Ellingson.

CENCOM/DEM: Richard Kirton-Director, Maria Jameson-Owens-Deputy Director, Rachelle Tate-Office Assistant, Robin King-Financial Analyst

Absent: Bremerton Council Member Jerry McDonald

Call to Order: Commissioner Robert Gelder called the meeting to order at 12:30 pm.

Minutes: A motion was made by Fire Commissioner David Ellingson and seconded by Bremerton Mayor Patty Lent to approve the minutes of October 21st & November 4th, 2014. Bainbridge Island Mayor Anne Blair Abstained. Motion Carried.

Public Comment: None

Additional Agenda Items: None

3rd Quarter Budget Update

The CENCOM Policy Board was given an information paper regarding CENCOM current budget. Currently, CENCOM has received 97.3% of their budgeted revenues through November 30th, 2014. CENCOM has expended 83% of the total appropriations and 85.3% of the operating appropriation. No reserve funds have been used so far this year Overall CENCOM is well within budget. All economic indicators point to steady growth and improvement in the economy of both Washington State and Kitsap County.

2014 Technical Project Report/2015 Goals and Work Plan & Reorganizational Update

Director Richard Kirton discussed CENCOM's 2015 goal's (See Attached). In regards to the Technical Projects (3) a few have been started in 2014 and will be finished in 2015-2016. The Backup center (A) is currently in progress at the Newberry Hill location. Silverdale water is currently reviewing the current contract and might want to charge us rent on tower and property for backup center. MCT (B) user groups have met and are hoping to bring recommendations back for the 2016 budget. Cultus Bay (C) will be completed in the next few weeks as we are waiting on parts. UPS battery replacement (D) is in process as we are waiting on the batteries to arrive and then be installed. NG911 (F) CENCOM has all but \$300,000 that it is hoping will be received from the state. Bainbridge Island Tower (G) currently in process of building a business case to either work with the city on building or taking the lead on building the site. Operations (4) Finishing the Organizational chart (B) personnel has finished its analysis on the supervisor and assistant supervisor changes. The next step is for CENCOM to meet with the union to discuss these changes.

Richard Kirton presented the board with a calendar of upcoming meetings for 2015 and what is hoped to be accomplished at each meeting. A Doodle poll will be created and sent out to determine the best day/time for the Work Study sessions in June and September. The Work Study session on April 23rd 2015 will be from 12 to 17 and the strategic positioning report and governance will be discussed.

Poulsbo Mayor Erickson expressed concerns about the Overtime and Staffing Issues and Richard Kirton said that time will be put aside at one of the Work Study sessions to discuss this.

Election of Chair and Vice Chair

Historically the current chair moves to the chair position and a vice chair is elected..

Commissioner Robert Gelder moved to make current vice chair Fire Commissioner Dave Ellingson chair. Motion seconded by Bremerton Mayor Patty Lent. Motion Carried.

Motion made by Poulsbo Mayor Becky Erickson to nominate Bremerton City Council Member Grey Wheeler as Vice Chair. Motion seconded by Commissioner Charlotte Garrido. Motion Carried.

Appointment of Executive Committee

The Executive committee will consist of Sheriff Gary Simpson, Bremerton Mayor Patty Lent, Fire Commissioner Dusty Wiley, city mayor (which will be determined after a meeting is held between the mayors) and the Strategic Advisory Board Chair and Vice Chair. The next CENCOM Executive meeting is scheduled for January 28th, 2015 from 14:15-16:00 at the Norm Dicks Building.

Additional Items/Good of the Order

None

The meeting was adjourned at 1:19 PM.

**The next regular scheduled meeting will be held on April 7th, 2015
At the Norm Dicks Building at 12:30 p.m.**

Information Paper

CENCOM Policy Board

Subject: Budget Report (actuals as of February 28, 2015)

Summary: For the period of January through February 2015, revenues were above budget and expenses were below budget, with no significant outliers.

Revenues: We have received 17.5% (\$1.5M) of budgeted revenues through February 2015, with a goal of 17.1%.

Our sales tax revenue is above projection for 2015, with our year to date total 1.2% above budget.

Our telephone excise tax revenues are below budget with 16% received of the 16.6% expected.

All other revenues are tracking slightly above projection.

Expenditures: We have expended 12.7% (\$1.3M of \$10.3M) of our **total** appropriation with a goal of 18.1%. We have expended 15% (\$1.3M of \$8.6M) of our **operating** appropriation with a goal of 18.4% through February 2015.

Within the operating budget, Salaries and Benefits are 13.8% (\$864K of \$6.2M) expended and Supplies and Services are 18.1% (\$436K of \$2.4M) expended. The goals were 14.6% and 25.3%, respectively.

Technical System Enhancements: We have expended .4% (\$6k of \$1.6M) through February 2015.

Reserves: We have not had to use any of our reserve funds so far this year.

Risks: None identified. The economic outlook for Kitsap County is very positive. The Kitsap Sun reported that preliminary figures from the Employment Security Department stated that Kitsap businesses and government agencies employed about 86,500 people in the first month of the year, a 3.1 percent gain from January 2014. This is the highest number of January jobs reported in Kitsap County since 2008; January is typically a low employment month. In addition, the Kitsap Economic Development Alliance reported that home sales are up, with home buyers purchasing houses faster than they can come on the market. Pending sales were up 24 percent compared to the same time last year.

Summary

(As of 02/28/2015)

Description	Goal	Adopted 2015 Budget	Year-To-Date Actuals 2015	Delta	
Total Revenues	17.1%	\$ 8,652,029.00	\$ 1,514,682.36	\$ (7,137,346.64)	17.5%
Operating Salaries and Benefits	14.6%	\$ 6,239,484.30	\$ 863,808.95	\$ 5,375,675.35	13.8%
Operating Supplies and Services	25.3%	\$ 2,405,877.32	\$ 436,022.35	\$ 1,969,854.97	18.1%
Total Operating Expenses	18.4%	\$ 8,645,361.62	\$ 1,299,831.30	\$ 7,345,530.32	15.0%
Misc Technical Improvements		\$ 182,014.00	\$ 6,443.30	\$ 175,570.70	3.5%
Backup Center		\$ 80,000.00	\$ -	\$ 80,000.00	0.0%
ACOM Replacement		\$ 500,000.00			
NG911		\$ 881,596.00	\$ -	\$ 881,596.00	0.0%
Total Tech Improvements	16.7%	\$ 1,643,610.00	\$ 6,443.30	\$ 1,637,166.70	0.4%
Total Expenditures	18.1%	\$ 10,288,971.62	\$ 1,306,274.60	\$ 8,982,697.02	12.7%

Revenues

(As of 02/28/2015)

Description	Goal	Adopted 2015 Budget	Year-To-Date Actuals 2015	Delta	
Sales Tax	17.8%	\$ 3,511,404.00	\$ 666,751.15	\$ (2,844,652.85)	19.0%
Telephone Excise Tax	16.6%	\$ 2,527,074.00	\$ 404,655.39	\$ (2,122,418.61)	16.0%
State Grants	16.7%	\$ 36,000.00	\$ -	\$ (36,000.00)	0.0%
Other Revenues	16.7%	\$ 2,577,551.00	\$ 443,275.82	\$ (2,134,275.18)	17.2%
Total Revenues	17.1%	\$ 8,652,029.00	\$ 1,514,682.36	\$ (7,137,346.64)	17.5%

Salaries & Benefits

(As of 02/28/2015)

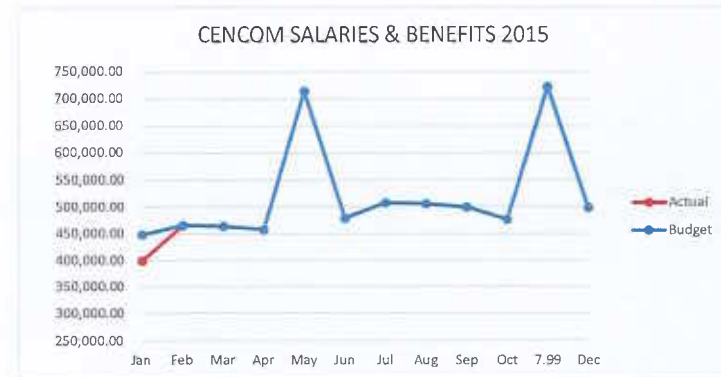
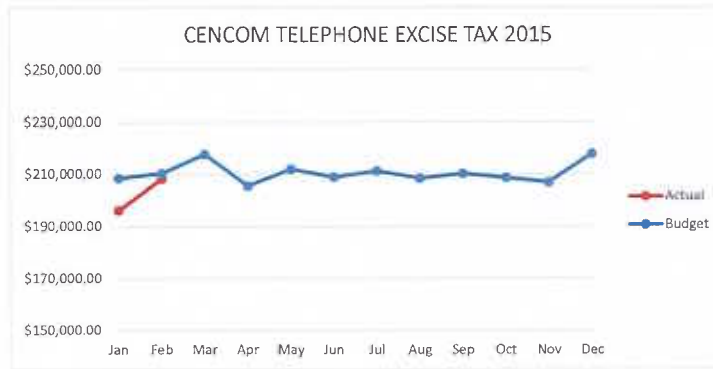
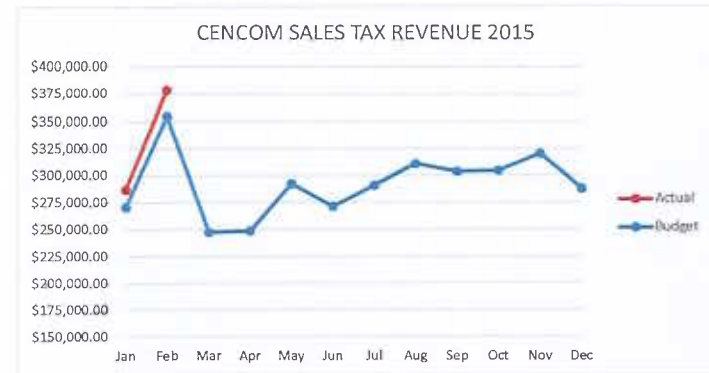
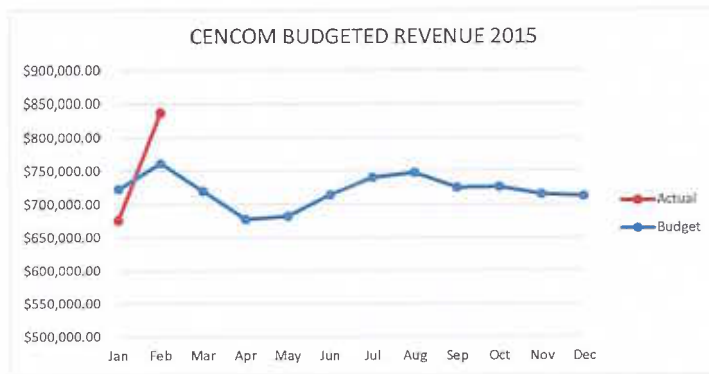
Object Account	Account Description	Adopted 2015 Budget	Year-To-Date Actuals 2015	Delta	
5101	REGULAR SALARIES	\$ 4,345,243.00	\$ 555,190.31	\$ 3,790,052.69	12.8%
5102	OVERTIME PAY	\$ 228,349.44	\$ 45,200.09	\$ 183,149.35	19.8%
5103	LONGEVITY PAY	\$ 50,114.00	\$ 3,886.67	\$ 46,227.33	7.8%
5104	SICK LEAVE PAYOUT	\$ -	\$ -	\$ -	0.0%
5106	ANNUAL LEAVE PAYOUT	\$ 12,720.00	\$ 884.14	\$ 11,835.86	7.0%
5108	SHIFT DIFFERENTIAL PAY	\$ 7,716.00	\$ 122.27	\$ 7,593.73	1.6%
5109	EXTRA HELP	\$ 10,220.40	\$ 485.02	\$ 9,735.38	4.7%
5110	OUT OF CLASS PAY	\$ 21,800.00	\$ 1,596.94	\$ 20,203.06	7.3%
5190	MISCELLANEOUS PAY	\$ 52,000.00	\$ 15,855.32	\$ 36,144.68	30.5%
5201	INDUSTRIAL INSURANCE	\$ 86,974.76	\$ 11,029.81	\$ 75,944.95	12.7%
5202	SOCIAL SECURITY	\$ 354,530.59	\$ 46,799.70	\$ 307,730.89	13.2%
5203	PERS RETIREMENT	\$ 475,378.11	\$ 56,758.68	\$ 418,619.43	11.9%
5216	DEPENDENT BENEFITS	\$ -	\$ -	\$ -	
5220	UNEMPLOYMENT COMPENSATION	\$ 29,680.00	\$ -	\$ 29,680.00	0.0%
5229	BENEFITS BUCKET	\$ 756,000.00	\$ 126,000.00	\$ 630,000.00	16.7%
5299	Budgeted Attrition	\$ (191,242.00)		\$ (191,242.00)	
14.6%	Salaries and Benefits	\$ 6,239,484.30	\$ 863,808.95	\$ 5,375,675.35	13.8%

Operating Expenditures (As of 02/28/2015)

Object Account	Account Description	Adopted 2015 Budget	Year-To-Date Actuals 2015	Delta	
6971	LTGO Bond 2005 Refdg	\$ 503,500.00	\$ 54,250.00	\$ 449,250.00	10.8%
5311	OFFICE/OPERATING SUPPLIES	\$ 36,424.28	\$ 1,317.70	\$ 35,106.58	3.6%
5321	FUEL CONSUMED	\$ 13,248.00	\$ 235.09	\$ 13,012.91	1.8%
5351	SMALL TOOLS & EQUIPMENT	\$ 9,587.30	\$ 2,460.48	\$ 7,126.82	25.7%
5352	COMPUTER SOFTWARE	\$ 19,977.97	\$ 8,311.64	\$ 11,666.33	41.6%
5353	SMALL COMPUTER EQUIPMENT	\$ 27,272.83	\$ -	\$ 27,272.83	0.0%
5354	TELEPHONE EQUIPMENT	\$ 1,087.00	\$ -	\$ 1,087.00	0.0%
5412	ENGINEERING & ARCHITECTURAL	\$ -	\$ -	\$ -	
5413	PRE-EMPLOYMENT SCREENING	\$ 3,700.00	\$ 1,843.00	\$ 1,857.00	
5415	MANAGEMENT CONSULTING	\$ 19,000.00	\$ -	\$ 19,000.00	0.0%
5416	COURT REPORTERS/legal svcs	\$ -	\$ -	\$ -	
5419	OTHER PROFESSIONAL SERVICES	\$ 9,400.00	\$ 99.05	\$ 9,300.94	1.1%
5421	TELEPHONE	\$ 31,523.00	\$ 2,801.90	\$ 28,721.10	8.9%
5422	CELLULAR TELEPHONES	\$ 10,400.00	\$ 559.38	\$ 9,840.62	5.4%
5425	POSTAGE	\$ 3,500.00	\$ 10.55	\$ 3,489.45	0.3%
5431	MILEAGE	\$ 4,833.00	\$ -	\$ 4,833.00	0.0%
5432	TRAVEL	\$ 22,880.00	\$ 11.85	\$ 22,868.15	0.1%
5433	PER DIEM	\$ 8,346.00	\$ 786.68	\$ 7,559.32	9.4%
5438	NON-EMPLOYEE MILEAGE	\$ -	\$ -	\$ -	
5439	NON-EMPLOYEE TRAVEL	\$ 400.00	\$ -	\$ 400.00	0.0%
5441	ADVERTISING	\$ 2,000.00	\$ -	\$ 2,000.00	0.0%
5451	OPERATING RENTAL/LEASES	\$ 200,944.35	\$ 12,355.08	\$ 188,589.27	6.1%
5472	WATER	\$ 1,962.00	\$ 284.36	\$ 1,677.64	14.5%
5473	SEWER	\$ 3,527.00	\$ 592.12	\$ 2,934.88	16.8%
5474	ELECTRICITY	\$ 117,500.00	\$ 9,815.29	\$ 107,684.71	8.4%
5475	WASTE DISPOSAL	\$ 3,216.00	\$ 263.51	\$ 2,952.49	8.2%
5476	CABLE TV	\$ -	\$ -	\$ -	
5481	REPAIRS & MAINT-BUILDINGS	\$ 89,388.18	\$ 3,184.11	\$ 86,204.07	3.6%
5482	REPAIRS & MAINT-IMPROVEMENTS	\$ 31,376.26	\$ -	\$ 31,376.26	0.0%
5483	REPAIRS & MAINT-EQUIPMENT	\$ 45,442.04	\$ 207.17	\$ 45,234.87	0.5%
5484	REPAIRS & MAINT-COMPUTER EQUIP	\$ 288,856.12	\$ 186,855.03	\$ 102,001.09	64.7%
5492	DUES/SUBSCRIPTIONS/MEMBERSHIPS	\$ 7,617.80	\$ 621.05	\$ 6,996.75	8.2%
5496	PRINTING & BINDING	\$ -	\$ -	\$ -	
5497	REGISTRATION & TUITION	\$ 15,291.00	\$ -	\$ 15,291.00	0.0%
5499	OTHER	\$ 5,199.06	\$ 365.84	\$ 4,833.22	7.0%
5840	DEBT ISSUE COSTS	\$ -	\$ -	\$ -	
5912	I/F I.S. SERVICE CHARGES	\$ 19,736.00	\$ 3,172.50	\$ 16,563.50	16.1%
5913	I/F I.S. PROG MAINT & DEV CHGS	\$ -	\$ -	\$ -	
5918	I/F GIS MAPPING SVS.	\$ 45,873.00	\$ -	\$ 45,873.00	0.0%
5921	I/F COMMUNICATION	\$ 1,252.00	\$ -	\$ 1,252.00	0.0%
5922	I/F I.S. PROJECTS	\$ -	\$ 113.66	\$ -	
5931	I/F SUPPLIES	\$ -	\$ -	\$ -	
5951	I/F OPER RENTAL & LEASES	\$ 7,320.00	\$ 610.00	\$ 6,710.00	8.3%
5961	I/F INSURANCE SERVICES	\$ 21,176.00	\$ -	\$ 21,176.00	0.0%
5981	I/F REPAIRS & MAINTENANCE	\$ -	\$ -	\$ -	
5993	I/F TRAINING	\$ 250.00	\$ -	\$ 250.00	
5996	INDIRECT COST ALLOCATIONS	\$ 186,971.00	\$ -	\$ 186,971.00	0.0%
	1033				
5311	OFFICE SUPPLIES	\$ -	\$ -	\$ -	
5351	OFFICE EQUIPMENT	\$ 3,261.00	\$ 130.39	\$ 3,130.61	4.0%
5352	COMPUTER SOFTWARE	\$ 1,655.49	\$ -	\$ 1,655.49	0.0%
5353	COMPUTER EQUIPMENT	\$ 35,000.00	\$ 49.76	\$ 34,950.24	0.1%
5354	TELEPHONE EQUIPMENT	\$ 2,000.00	\$ -	\$ 2,000.00	0.0%
5422	CELLULAR TELEPHONES	\$ 160,000.00	\$ 25,594.45	\$ 134,405.55	16.0%
5483	REPAIRS & MAINT-EQUIPMENT	\$ 32,610.00	\$ -	\$ 32,610.00	0.0%
5484	REPAIRS & MAINT-COMPUTER EQUIP	\$ 122,626.64	\$ 84,272.72	\$ 38,353.92	68.7%
5913	I/F I.S. PROG MAINT & DEV CHGS	\$ 80,432.00	\$ 13,405.32	\$ 67,026.68	16.7%
5915	I/F MANAGEMENT CONSULTING	\$ 128,656.00	\$ 21,442.66	\$ 107,213.34	16.7%
5918	I/F GIS MAPPING SVS.	\$ 19,659.00	\$ -	\$ 19,659.00	0.0%
25.3%	Op. Supplies and Svcs (1031-1033)	\$ 2,405,877.32	\$ 436,022.35	\$ 1,969,854.97	18.1%

Tech Expenditures (As of 02/28/2015)

Object Account	Account Description	Adopted 2015 Budget	Year-To-Date Actuals 2015	Delta
5311	OFFICE SUPPLIES	\$ 380.00	\$ 605.86	159.4%
5351	OFFICE EQUIPMENT	\$ -	\$ 36.28	(36.28)
5352	COMPUTER SOFTWARE	\$ 15,000.00	\$ -	10,000.00
5353	COMPUTER EQUIPMENT	\$ 10,000.00	\$ 920.00	(920.00)
5412	ENGINEERING & ARCHITECTURAL	\$ 15,000.00	\$ 3,158.32	11,841.68
5419	OTHER PROFESSIONAL SERVICES	\$ -	\$ 1,049.40	-
5432	TRAVEL	\$ -	\$ 673.44	-
5433	PER DIEM	\$ -	\$ -	-
	OPERATING RENTAL/LEASES	\$ -	\$ -	-
5481.00	REPAIRS & MAINT-BUILDINGS	\$ 48,398.00	\$ -	48,398.00
5483	REPAIRS & MAINT-EQUIPMENT	\$ 33,233.00	\$ -	33,233.00
5484	REPAIRS & MAINT-COMPUTER EQUIP	\$ -	\$ -	-
5499	OTHER	\$ 30,000.00	\$ -	30,000.00
5.641.00	COMPUTER EQUIPMENT	\$ 1,957.00	\$ -	1,957.00
5642	OTHER MACHINERY & EQUIPMENT	\$ -	\$ -	-
5918	I/F GIS MAPPING SVS.	\$ 28,046.00	\$ -	28,046.00
	Misc Tech Improvements (1034)	\$ 182,014.00	\$ 6,443.30	\$ 175,570.70
5412	ENGINEERING & ARCHITECTURAL	\$ -	\$ -	-
5419	OTHER PROFESSIONAL SERVICES	\$ -	\$ -	-
5642	OTHER MACHINERY & EQUIPMENT	\$ 80,000.00	\$ -	80,000.00
	Backup Center (1035)	\$ 80,000.00	\$ -	\$ 80,000.00
5641	COMPUTER EQUIPMENT	\$ 500,000.00	\$ -	500,000.00
	Acom Replacement (1036)	\$ 500,000.00	\$ -	\$ 500,000.00
5352	COMPUTER SOFTWARE	0.00	0.00	-
5415	MANAGEMENT CONSULTING	84,612.00	\$ -	84,612.00
5419	OTHER PROFESSIONAL SERVICES	25,000.00	\$ -	25,000.00
5641	COMPUTER EQUIPMENT	771,984.00	\$ -	771,984.00
	Next Generation 911 (1037)	\$ 881,596.00	\$ -	\$ 881,596.00



CENCOM 2015 Goals (rev. 3/24/15)

Goal	Est. Compl.	Status
Governance		
1. Improve efficiencies and communications with Board	N/A	N/A
A. Make agendas and meeting packets available on the website	3/31/15	Complete
B. Distribute Executive Committee Agendas and Packets to the Entire Board	3/31/15	Complete
C. Distribute CEC Minutes to the Entire Board soon after the meeting.	3/31/15	Complete
D. Discuss additional improvements/goals as part of ILA Update (1Ba)	4/23/15	Pending
2. Update Interlocal Agreement	10/6/15	Pending
3. Update Strategic Plan	10/6/15	On Track
Fiscal		
4. Streamline Budget Process	7/7/15	On Track
5. Update equipment replacement funding plan	12/31/17	Pending
Technical Projects		
6. Replace UPS Batteries	3/31/15	Complete+
7. Complete Cultus Bay Implementation	3/31/15	Complete
8. MCT Hardware Evaluation/Selection	5/31/15	On Track
9. Secure funding for Bainbridge Island tower (Winslow area)	3Q2015	On Track
10. Complete TRIS implementation	9/30/15	On Track
11. Complete PTT-ID implementation	12/31/15	On Track
12. Deploy NG911 Phone System	4Q2015	On Track
13. Deploy Logging Recorder	4Q2015	On Track
14. Tower site improvements	1Q2016	On Track
15. Complete CAD/Mobile Software Upgrade	2Q2016	On Track
16. Backup Center	4Q2016	On Track
17. Upgrade radio consoles	4Q2016	On Track
18. Deploy GIS Based MSAG	4Q2017	On Track
Operations		
19. Finish Reorg	3/31/15	At Risk
20. Implement Mentoring Program	5/1/15	On Track
21. Implement Text to 911	6/30/15	On Track/SP
22. Implement Peer Support Program	6/30/15	On Track
23. Complete NCMEC Partnership	6/30/15	On Track
24. Improve Quality Assurance Program	12/31/2015	On Track
Admin		
25. CEC minutes complete within 2 days. All other minutes within 4 days of mtg	01/31/15	Complete
26. Begin providing increased administrative support to Tech Group	2Q2015	Pending
27. Develop Contract tracking Process	4Q2015	On Track
CALEA		
28. Complete internal mock	5/31/15	On Track
29. Schedule Final mock	4Q2015	Pending
30. Schedule Onsite assessment	4Q2015	Pending

Pending= project has not started, no risks identified.

On Track= project has started, no risks identified. On Track/SP= Significant Progress/Ahead of Schedule/Under Budget.

Slight Risk- risk factor that may impact completion date or budget. At Risk- significant or multiple risk factors likely to impact completion date or budget. Pending= project has not been started.

Complete= Completed On time/within budget. + Early and/or under budget. L= late O=Over budget

**Summary of CENCOM Executive Committee Actions and Executive Sessions
(For more information about specific items see the CEC minutes for that date)**

DATE	Topic	Summary
7/24/13	ILA amendment	The committee reviewed and revised the proposed ILA and directed staff forward it to CENCOM's attorney for legal review and then to distributed to the full board and all participating agencies.
7/24/13	Labor relations and HR issues	The committee convened an executive session to discuss labor relations and HR issues. No action taken.
9/25/13	ILA amendment	The committee reviewed and approved changes to the draft ILA proposed by CENCOM's attorney. The committee recommends adoption by the CPB.
9/25/13	Labor relations and HR issues	The committee convened an executive session to discuss labor relations and HR issues. No action taken.
9/25/13	Legislative reception	The committee approved a plan for CENOM to host a reception or luncheon for the Kitsap County legislative delegation.
9/25/13	Personnel Issues	The committee convened an executive session to discuss personnel issues. No action taken.
10/16/13	Budget/ Finance Report	The committee received the budget report, approved the new format and requested additional changes.
10/16/13	Telephone Excise Tax	The committee reviewed and accepted the proposed Telephone Excise Tax Ordinance amendment and recommends the BOCC approve.
10/16/13	CEC Meeting	The committee rescheduled their final 2013 meeting from November 27 th to December 17 th , immediately following the Emergency Management Council meeting. The special meeting will be held at Mayor Lent's office rather than at CENCOM.
10/16/13	Labor relations and HR issues	The committee convened an executive session to discuss labor relations and HR issues. No action taken.
12/19/13	ILA Amendment	The committee discussed a legal opinion from the prosecutor's office and determined that the recently adopted ILA amendment does not need to be sent to each entity for signatures.
12/19/13	Meeting Schedule	The committee reviewed the proposed 2014 meeting schedule and proposed changes. The schedule will be presented to the Board for adoption at the January meeting.
2/26/14	Financial Analyst	The committee authorized the Director to move forward with the Financial Analyst Position
2/16/14	CEC Elections	The committee elected Dusty Wiley as Chair and Rob Gelder as Vice-Chair
	CEC Meetings	The committee changed the CEC meeting start time to 2:15 PM and the location to the Norm Dicks Gvt Center
3/26/14	CPB Agenda	The committee approved the agenda for the April CENCOM Policy Board meeting.
4/13/14	CENCOM Activity Report	The committee directed staff to incorporate the user agency fee corrections into the 2015 budget.
06/18/14	2015 Budget	The committee reviewed the 2015 Preliminary CENCOM Operations Budget, provided input and endorsed moving the budget forward to the full Policy Board for adoption.
6/18/14	Organization Structure	The committee authorized the Director to work with Kitsap County Human Resources to implement the proposed reorganization.
8/27/14	NG911 Project	The committee authorized the Director to move forward with a plan to create a temporary (approx. 2 years) FTE position in the NG911 Cost center specifically to work on the NG911 databases. Expenditure is within the 2015 budget appropriation adopted by the CENCOM Policy Board.
10/29/14	Emergency UPS Battery Replacement	The committee authorized the Director to expend up to \$150,000 from the reserve to replace the UPS batteries for the CENCOM facility.

**Summary of CENCOM Executive Committee Actions and Executive Sessions
(For more information about specific items see the CEC minutes for that date)**

DATE	Topic	Summary
10/29/14	Special Meeting	The committee requested a special Policy Board Meeting be scheduled for November 4 th from 12:20 to 12:40 on November 4 th at the Norm Dicks Center.
01/28/15	CEC Elections	The committee elected Dusty Wiley as Chair and Rob Gelder as Vice-Chair
01/28/15	CEC Meetings	The committee approved the 2015 CEC meeting dates and changed the time to start at 1:30
02/25/15	Website	The committee reviewed the new CENCOM website and logo.

CENCOM EXECUTIVE COMMITTEE MEETING MINUTES

January 28, 2015

The CENCOM Executive Committee met in the Mayor's Conference Room located at the Norm Dicks Building in Bremerton. Present were: Fire Commissioner Dusty Wiley (Chair), Fire Commissioner David Ellingson, Sheriff Gary Simpson, Port Orchard Mayor Tim Matthes, Bremerton Mayor Patti Lent, Poulsbo Fire Chief Jeff Griffin, Poulsbo Police Chief Al Townsend, Director Richard Kirton, Deputy Director Maria Jameson-Owens, Financial Analyst Robin King, Office Supervisor Stephanie Browning and Technical Systems Supervisor Dean Heistand.

Call to Order. Fire Commissioner Dusty Wiley called the meeting to order at 14:15

Approval of Minutes: Motion was made by Sheriff Simpson to approve the minutes from the December 16, 2014 meeting. Motion was seconded by Mayor Lent. There were two abstentions Fire Commissioner Ellingson and Mayor Matthes. Motion Passed

Additions: None

Agenda:

1. Budget Update

Robin King reviewed the 4th quarter budget report which had been distributed with the agenda (attached). This is the preliminary 2014 year end report. The final report, including more data on the technical project expenditures will be provided after the 13th month is closed.

2. Reorganization Update

Richard Kirton reported that he has met with the Personnel Department and they are ready to proceed with moving forward with the reorganization of the three Assistant Managers or Supervisors 2 (the title is not decided). The County Department of Personnel would like to wait on the other elements until the salary survey is completed. Mr. Kirton will continue to try and get this process completed as quickly as possible.

Mr. Kirton also reported that the Data System Engineer (DSE) position is expected to be opened shortly. Once that position is filled we will complete the transfer of the Operations Support Technician (OST) position to the NG911 cost center (1037).

3. Tech Project Update

*Cultus Bay-The Cultus Bay project is almost completed and the Technicians are just finishing installing equipment. They will be online the week after next.

*UPS Batteries-The installation of the new UPS Batteries will be completed at the end of February. CENCOM did not anticipate that there would be a need to extend the concrete due to the batteries being longer. This added more time for the installation.

*Backup Center- Adcomm Engineering has provided a new drawing for the backup center. A meeting is now scheduled for next Tuesday with operations Manager of Silverdale Water. If a follow up meeting is needed Mr. Kirton may be asking some Executive Members to join an additional meeting with some of their Board Members.

*MCT Replacement-The stakeholder groups have begun meeting and are on track to present hardware recommendations in time for inclusion in the 2016 budget.

*Bainbridge Island Tower- Adcomm Engineering worked on a preliminary budget for a tower on Bainbridge Island and CENCOM provided the analysis for the cost of equipment. At this time there has not been a carrier that committed to coming on the tower. The next step is Mr. Kirton will contact the City of Bainbridge Island and see if they have any interest in funding this.

4. Text to 911 Implementation

Director Kirton participated in a regional conference call today. We will start to see text to 911 being implemented around the state over the next few months- mostly centered around Puget Sound. CENCOM will be part of the first tier of 911 centers to implement. Exact go live dates will be determined as agencies begin to complete their implementation processes. At this point a final decision has not been made about whether to go live one county at a time or in groups.

CENCOM has chosen the TCS Gem client as our Text-to-911 interface. The product is paid for by the wireless carriers so it's completely free to CENCOM. We are very pleased with both the functionality of the product and the service we are receiving from TCS. We will begin testing and training in February.

5. 2015 Goals

Since CENCOM has a number of goals and technical projects in 2015 we won't have enough time at our regular meetings to provide as much detail on each goal/project as we were able to provide the committee in 2014. We will provide a spreadsheet listing the current status of each project/goal along with a mix of written and verbal progress reports. Most of our updates will be focused on the goals listed under governance, goals/projects with significant financial impact, and any at risk of delay or budget overrun. If there is a certain project or goal anyone is interested in getting more details on please send an email to Mr. Kirton.

The work study session for April 23rd is set and the focus will be updating the Interlocal Agreement and the government structure. This work study will be led by De Hicks. Additionally, the Strategic Positioning dates will be April 1, April 10th, and April 20th from 9am-3pm hosted at CENCOM. Mr. Kirton asked that 1-2 Executive Members attend and some Policy Board members. There is value to coming to each session as they piggy back on each

other. If you can't attend all three days but are interested in participating the first day is probably the one with the most impact but board members are welcome and encouraged to participate any day they are available.

6. Election of the Chair

Mayor Patty Lent nominated Fire Commissioner Dusty Wiley to serve as the CENCOM Executive Committee Chair for 2015. The motion was seconded by Sheriff Simpson. Motion Passed.

The decision was made if the Chair was unavailable to run the meetings then the Chair of the Policy Board would.

7. 2015 Meeting Schedule

The Committee will meet on the 4th Weds of every month at Mayor Lents Conference Room at the Norm Dick Building from 1:30-3:30 with the exception of the following date; the June 24th meeting will be added to the end of the budget work study which will be either June 5th or the 12th. There will not be a meeting in August. The November 25th and December 23rd meetings will be combined and take place on December 9th. An email appointment will be sent out.

Mayor Patty Lent motion to approve the drafted CENCOM Executive Committee Meeting Dates for 2015. Motion was seconded by Sheriff Simpson. Motion Passed.

Good of the Order- Mayor Lent stated on February 11th the Boy Scouts breakfast will be at the Bremerton Conference Center at 630am.

Adjournment 15:26

The next meeting will be in Mayor Lent's Conference Room on February 25th, 2015

(13:30-15:30).

CENCOM EXECUTIVE COMMITTEE MEETING MINUTES

February 25, 2015

The CENCOM Executive Committee met in the Mayor's Conference Room located at the Norm Dicks Building in Bremerton. Present were: Fire Commissioner Dusty Wiley (Chair), Fire Commissioner David Ellingson, Port Orchard Mayor Tim Matthes, Bremerton Mayor Patti Lent, Poulsbo Fire Chief Jeff Griffin, Director Richard Kirton, Deputy Director Maria Jameson-Owens, Financial Analyst Robin King and Office Supervisor Stephanie Browning. Absent Sheriff Gary Simpson and Poulsbo Police Chief Al Townsend.

Call to Order. Fire Commissioner Dusty Wiley called the meeting to order at 13:36

Approval of Minutes: Motion was made by Fire Commissioner David Ellingson to approve the minutes from the January 28th, 2015 meeting. Motion was seconded by Mayor Matthes. Motion Passed

Additions: None

Agenda:

1. Budget Update

Robin King reviewed the January budget report which had been distributed with the agenda (attached). There were no significant outliers to discuss. Kitsap County is continuing to experience steady growth and improvement.

Reorganization Update

Richard Kirton reported that he and Deputy Director Maria Jameson-Owens met with the HR Department again last Thursday. The next step is for the Labor Relations Manager to reach out to the Guild. Mayor Lent stated it is important to get the process finished. She would like to see it done by the end of March. The other committee members agreed. Mr. Kirton will convey back to Personnel and will notify Chair Wiley if action needs to take place.

3-5.Tech Project Update/Text to 911/2015 Goals update

Mr. Kirton presented the CENCOM 2015 Goals and gave a briefing on the status of the items highlighted. The items highlighted in green are done or on track, yellow-is caution and red is at risk of being delayed.

Backup Center project continues to be at risk. However some progress has been made as Technical System Supervisor Dean Heistand and Mr. Kirton have met with Silverdale Water Manager about their concerns and will present a proposal to the district's commissioners on April 2 and 10am. Mr. Kirton asked CEC Members and Chiefs to attend this meeting, he will send out a reminder email when the date gets closer.

Cultus Bay project is highlighted red due to some technical issues. Equipment has been installed and CENCOM has their technicians troubleshooting interference issues.

TRIS project, is the regional interoperability system where CENCOM's radios are linked through Island County and then connected with Snohomish, King, Pierce and other Counties. The project is on track on CENCOM's end but is a slight risk at being delayed due to other counties not being able to implement their pieces in the timeframe originally identified.

Push to Talk is currently fully implemented with both Fire and Law Enforcement in Poulsbo and CENCOM has started deploying throughout the rest of the county. Part of the deployment at this phase was to train two or more staff to go visit sites, work on radio reprogramming, MCT issues and customer service. The two employees schedule to complete this work are currently active in two of the other large projects CENCOM has going at this time. There was never a hard deadline established as this was always intended to be a project that was completed when time permits but the project is at risk of taking longer than expected. Chief Griffin said he may have an employee on light duty who could assist and is familiar with this project. He will let Richard and Dean know when he has that information.

Bainbridge Island Tower- Mr. Kirton and Mr. Heistand met with Bainbridge Island City Manager Doug Schultz and Fire Chief Hank Teran regarding the Bainbridge Island Tower, Police Chief Hamner was unavailable but supports the path being discussed. Mr. Kirton asked the city to consider funding this tower, possibly as part of their Police Station construction. Mr. Schultz will explore that option with the city council.

Text to 9-1-1 – CENCOM has made significant progress with Text to 911. Mr. Kirton stated there may be a public announcement about our status as early as next month. King and Snohomish County are also making progress. At the next CENCOM Executive Committee meeting Mr. Kirton will demo the Text to 911 product being used. The product is called GEM911 and it is from TCS.

6. Website Demo

Deputy Director Maria Jameson-Owens showed the Committee CENCOM's new webpage located at kitsap911.org. 2015 CENCOM meeting packets will be available to members via the Governance Tab. Some archive information will be added later. Mayor Lent asked that we go back at least through the 2015 budget process. Agency Activity Reports, Annual Reports, Public Record Request and more were reviewed. The Company CENCOM used was out of Bainbridge Island and called DARO.

7. 2015 Meeting Schedule

Mayor Matthes is working to resolve a meeting conflict. If he can't resolve the conflict he may be late to our meeting on occasion.

Adjournment 14:39

The next meeting will be in Mayor Lent's Conference Room on March 25th, 2015

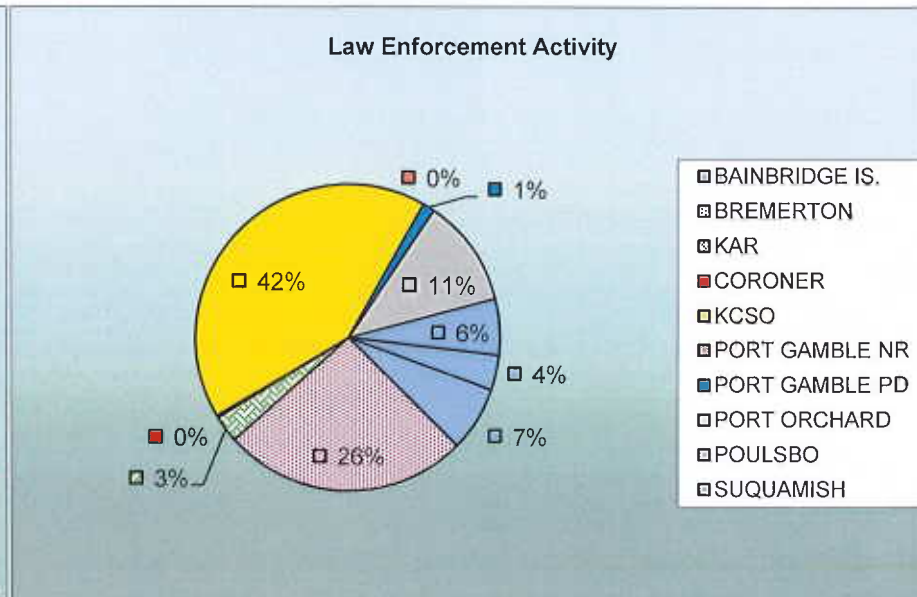
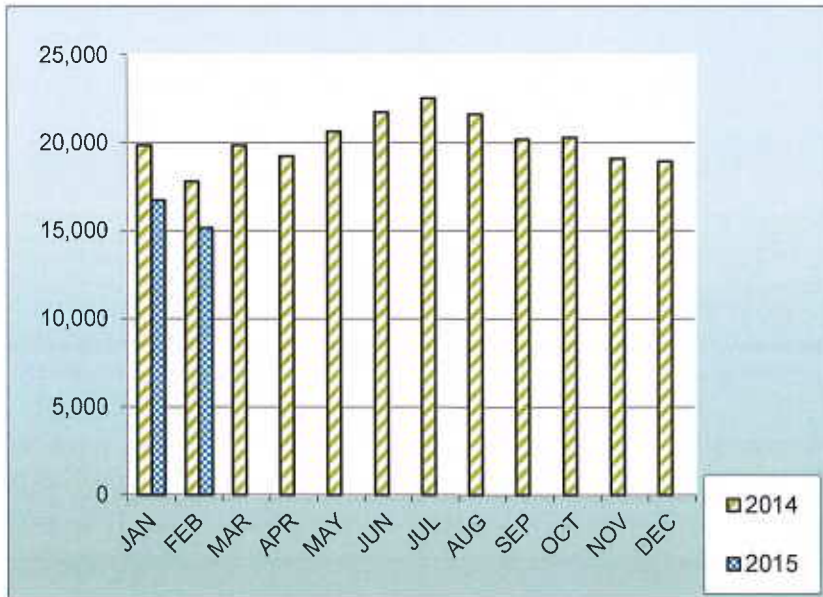
(13:30-15:30).

**KITSAP COUNTY CENTRAL COMMUNICATIONS
2015 LAW ENFORCEMENT ACTIVITY REPORT**

February END OF MONTH

March 4, 2015

POLICE EVENTS *****													2015	2014	% change
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Y-T-D TOTAL	Y-T-D TOTAL	
BAINBRIDGE IS.	1,140	1,044											2,184	2,071	5.5%
BREMERTON	4,324	3,962											8,286	8,425	-1.6%
Kitsap Animal Control	437	475											912	921	-1.0%
Kitsap CORONER	52	22											74	71	4.2%
KCSO	6,983	6,306											13,289	13,628	-2.5%
PORT GAMBLE NR	0	1											1	6	-83.3%
PORT GAMBLE PD	213	184											397	397	0.0%
PORT ORCHARD	1,962	1,682											3,644	3,464	5.2%
POULSBO	1,028	874											1,902	1,885	0.9%
SUQUAMISH	580	605											1,185	1,454	-18.5%
Total Events	16,719	15,155	0	0	0	0	0	0	0	0	0	0	31,874	32,322	-1.39%



KITSAP COUNTY CENTRAL COMMUNICATIONS

2015 CopLogic

February END OF MONTH

March 4, 2015

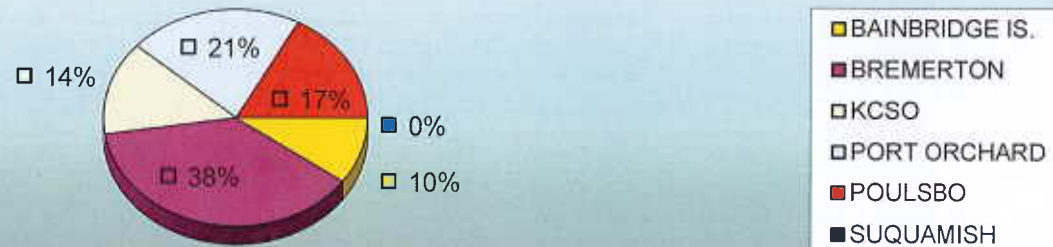
CopLogic Count:												2015	2014		
*****												Y-T-D	Y-T-D	% change	
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	TOTAL	% change
BAINBRIDGE IS.	6	6											12	14	-14.3%
BREMERTON	51	29											80	59	35.6%
KCSO	79	69											148	199	-25.6%
KAC	3	0											3	0	0.0%
PORT ORCHARD	26	22											48	41	17.1%
POULSBO	14	22											36	30	20.0%
SUQUAMISH	2	0											2	6	-66.7%
Total Events	181	148	0	0	0	0	0	0	0	0	0	0	329	349	-5.73%

KITSAP COUNTY CENTRAL COMMUNICATIONS
2015 MONTHLY EMPHASIS REPORT
February END OF MONTH
 March 4, 2015

NUMBER OF EVENTS BY DATE:

*****	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2015 YTD TOTAL
BAINBRIDGE IS.	15	111											126
BREMERTON	105	372											477
KCSO	29	148											177
PORT ORCHARD	80	190											270
POULSBO	25	193											218
SUQUAMISH	0	0											0
Total Events	254	1,014	0	0	0	0	0	0	0	0	0	0	1,268

Emphasis Activity



KITSAP COUNTY CENTRAL COMMUNICATIONS
2015 MISCELLANEOUS ACTIVITY REPORT
 February END OF MONTH
 March 4, 2015

MISC ACTIVITY

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	2015 Y-T-D TOTAL	2014 Y-T-D TOTAL	% change
Bangor (Fire)	7	4											11	14	-21.43%
BIAA	0	0											0	0	0.00%
DUI Emphasis	72	5											77	70	10.00%
Kitsap Event Count	6	13											19	15	26.67%
Jackson Park (Fire)	7	6											13	13	0.00%
PSNS--LE/BFD Events.	4	0											4	15	-73.33%
Misc. TOTAL	96	28	0	0	0	0	0	0	0	0	0	0	124	127	-2.4%

KITSAP COUNTY CENTRAL COMMUNICATIONS

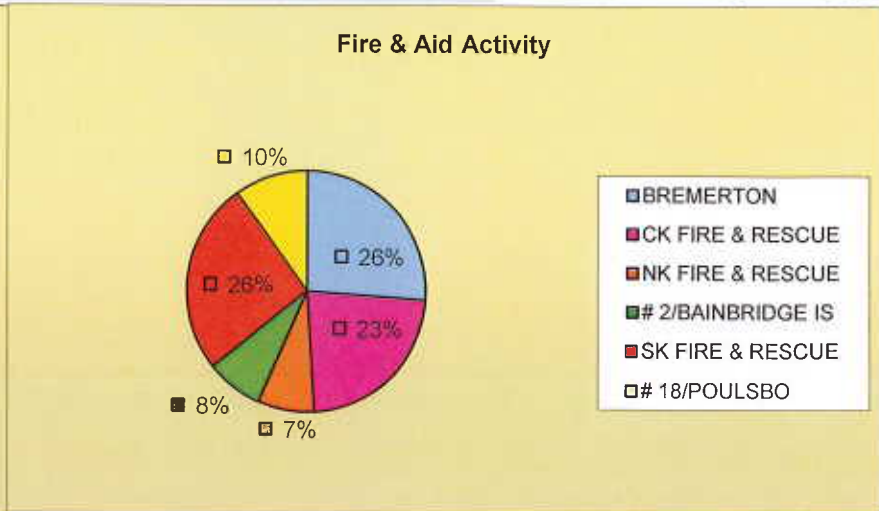
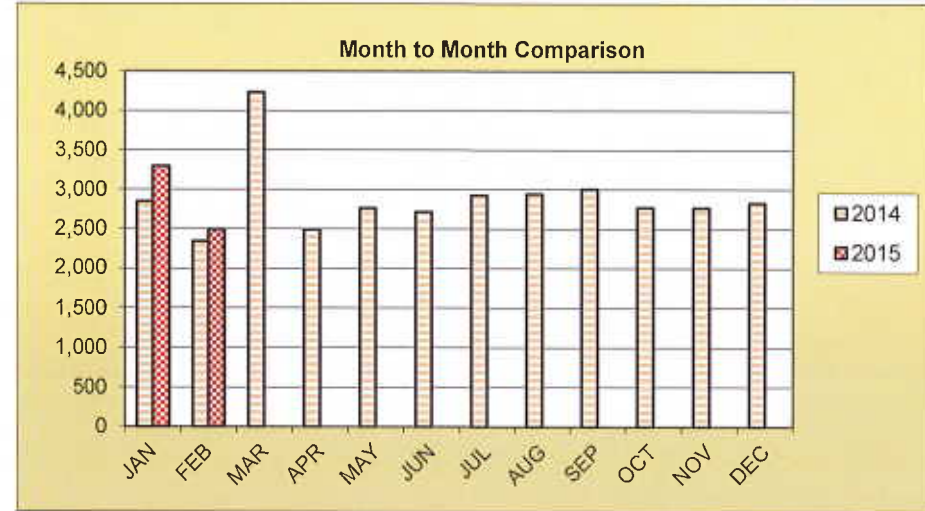
2015 FIRE & AID ACTIVITY REPORT

February END OF MONTH

March 4, 2015

FIRE DISTRICTS

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2015 Y-T-D TOTAL	2014 Y-T-D TOTAL	% change
BREMERTON	750	643											1,393	1,226	13.62%
CK FIRE & RESCUE	670	551											1,221	1,200	1.75%
NK FIRE & RESCUE	202	203											405	388	4.38%
#2/BAINBRIDGE ISLAND	221	190											411	415	-0.96%
SK FIRE & RESCUE	718	656											1,374	1,494	-8.03%
#18/POULSBO	305	222											527	537	-1.86%
Subtotal	2,866	2,465	0	0	0	0	0	0	0	0	0	0	5,331	5,260	1.35%
MISC (ALRTE, TONE, TESTF)	428	26											454	338	34.32%
Total Events	3,294	2,491	0	0	0	0	0	0	0	0	0	0	5,785	5,598	3.34%
**NKFR/PORT GAMBLE													38	28	36%



FIRE RESPONSE REPORT

February 2015

CENCOM All-Agency Response Report

CENCOM Performance Statistics

Total Count of All Incoming 911 Calls	11,981	STANDARD
911 Calls Answered within 10 Seconds	95.84%	90% CENCOM
911 Calls Answered within 15 Seconds	99.17%	95% NFPA
911 Calls Answered within 40 Seconds	99.94%	99% NFPA
911 Calls Greater Than 40 Seconds	0.06%	
Average Ring Time of Incoming 911 Calls	5	Seconds

Total Processing Time (Pri 1 & 2 Fire)

	COUNT	%		Standard
TPT within 60 Sec.	25	74%	25	80%
TPT within 106 Sec.	8	97%	33	95%
TPT Over 106 Sec.	1	100%	34	
Total			34	
CENCOM Averages				
		CPT	DPT	TPT
		0:00:39	0:00:12	0:00:51

Total Processing Time (Pri 1 & 2 Exempt)

	COUNT	%		Standard
TPT within 90 Sec.	456	93%	456	90%
TPT within 120 Sec.	22	98%	478	99%
TPT Over 120 Sec.	10	100%	488	
Total			488	
CENCOM Averages				
		CPT	DPT	TPT
		0:00:43	0:00:08	0:00:51

Incident Exceptions

Total Calls	Pri Chng	Non Pri	No Answer	No Arrival	Clock Error	Re-Opened	QA Invest	QA Code	Other
2475	91	1783	39	23	2	11	4	0	26

DEFINITIONS:

CPT / Call Processing Time: *time from call answer to event entry*

DPT / Dispatch Processing Time: *time from event entry to dispatch (first tone/unit notified)*

TPT / Total Processing Time: *sum of call processing time and dispatch processing time (NFPA Standard 90% within 60 seconds)*

Combo - *all events with Law Enforcement attached*

Non Pri - *is all events with priority 3-6*

No Answer - *Events with no time stamp from ani/ali dump*

No Arrival /Enrt - *Events with no arrival and/or enroute time.*

Clock Error - *Events with clock errors between computer terminals in dispatch.*

Re-Opened - *Events that had been reopened which causes time errors.*

QA Investigation - *Events that need to be reviewed by CENCOM QA // QA Code - Not currently used.*

Other - *Is events used for test, toning, and alarm test.*

RESPONSE TIME AGENCY COMPARISON SUMMARY

February 2015

LAW ENFORCEMENT CALL PROCESSING & RESPONSE TIME AVERAGES																					
PRIORITY	BAINBRIDGE ISLAND			BREMERTON POLICE			KITSAP CO SHERIFF			PORT ORCHARD POLICE			POULSBO POLICE			PORT GAMBLE POLICE			SUQUAMISH POLICE		
	QTY	CALL PROCESS	RESPONSE TIME	QTY	CALL PROCESS	RESPONSE TIME	QTY	CALL PROCESS	RESPONSE TIME	QTY	CALL PROCESS	RESPONSE TIME	QTY	CALL PROCESS	RESPONSE TIME	QTY	CALL PROCESS	RESPONSE TIME	QTY	CALL PROCESS	RESPONSE TIME
1	2	0:00:19	0:02:10	27	0:00:19	0:02:04	39	0:00:36	0:07:00	10	0:00:26	0:03:40	4	0:00:17	0:03:06	1	0:00:21	0:02:24	1	0:00:36	0:04:14
2	22	0:00:53	0:05:21	133	0:01:07	0:04:02	158	0:01:16	0:09:59	43	0:00:49	0:04:11	13	0:00:48	0:05:40	4	0:00:51	0:03:56	15	0:01:07	0:06:29
3	179	0:01:18	0:06:23	754	0:01:46	0:04:37	1029	0:01:49	0:10:49	307	0:01:22	0:04:28	130	0:01:44	0:07:23	39	0:00:28	0:00:45	71	0:01:26	0:07:25
4	161	0:00:40	0:04:41	314	0:01:25	0:06:16	943	0:00:42	0:05:13	194	0:01:03	0:05:30	81	0:01:17	0:05:25	54	0:00:08	0:00:11	196	0:00:25	0:02:05
5	5	0:02:00	0:00:02	15	0:01:45	0:01:18	34	0:00:24	0:01:12	10	0:02:17	0:01:11	23	0:02:08	0:00:47	0	0:00:00	0:00:00	0	0:00:00	0:00:00
	369	TOTAL EVENTS		1243	TOTAL EVENTS		2203	TOTAL EVENTS		564	TOTAL EVENTS		251	TOTAL EVENTS		98	TOTAL EVENTS		283	TOTAL EVENTS	

BIPD

BPD

KCSO

POPD

PPD

PGPD

SPD

RESPONSE TIME AGENCY COMPARISON CHARTS

February 2015

