

**Kitsap 911 Executive Committee Meeting of**

**May 25, 2016**

The CENCOM Executive Committee met in the Classroom at CENCOM in Bremerton. Present were: Fire Commissioner Dusty Wiley (Chair), Fire Commissioner David Ellingson, Poulsbo Mayor Becky Erickson, Director Richard Kirton, Deputy Director Maria Jameson-Owens, Financial Analyst Robin King and Office Supervisor Stephanie Browning. Absent: Bremerton Mayor Patty Lent, Sheriff Gary Simpson and Poulsbo Fire Chief Jeff Griffin

**Call to Order.** Fire Commissioner Dusty Wiley called the meeting to order at 1306.

**Additions:** Election of Chair and Vice Chair

**Public Comment:** None

**Agenda:**

**Governance**

**Transition-** Director Richard Kirton distributed the draft of the transition plan that will be sent out electronically. This plan is changing and growing. The original plan was to transition the employees and property in June but with it now switched, the process has changed. However, Kitsap 911 is still on track for December 31. In order to go live by January most of the work will need to be done at or before the October 4th meeting.

**Risk-** All paperwork has been filed with WCIA. Mr. Kirton is still waiting on the County Risk Manager on the property coverage and whether they would like Kitsap 911 to secure other property coverage prior to December 31st. The County’s issue is they buy stop loss insurance and the coverage is July 1-June 30 and they don't want to buy for 12 months of coverage when we will only be paying them for 6 months. They are supposed to be getting a definitive answer to the question.

**2017 Budget (documents were distributed)**

The preliminary budget was presented and reviewed by the Executive Committee. Some highlighted discussions are below.

Revenues- The sales tax revenue is a 6.2% from the 2016 budget and a challenge with the budget projections is there is not a lot of data to valid so typically the sales tax revenue projections are very conservative. Telephone excise is being budgeted at 2015 actuals as the shift to prepay is still not settled yet. The Users will be seeing a proposed 2.1% increase in order to balance out the budget, there is a possibility to get the number down.

Operations- Very modest expenditure increase as money is being saved through Interfund costs to the county. The account numbers have been changed to reflect the State Auditors BARS account codes.

MCT-the repairs and maintenance is lower in 2017 because MCT will be back under warranty. The full board will have to discuss what the plan will be for MCT equipment replacement and if Kitsap 911 should collect and start saving for the hardware

**Election of Chair and Vice Chair**

**A motion was made by Director Becky Erickson and seconded by Director David Ellingson to have Director Dusty Wiley serve as the Executive Committee Chair and Director David Ellingson serve as the Vice Chair for the remainder of 2016. Motion Carried.**

**Closed Session to discuss labor negotiations**

**Start 1:56**

**End 2:25**

**No decisions were made.**

**Staffing Report**

Deputy Director Maria Jameson-Owens reported the newest trainees are on the operations floor. There has been one resignation due to stress and another person who is struggling. Kitsap 911 opened its recruitment for the September hire session last week and in one week there was 68 applicants. There were several new locations for advertising at the movie theater, coffee shops, monster.com, recruit.com and tons of Facebook. There are currently 5 openings and that includes the 3 new positions. The lateral position is also being recruited. One of the great benefits of being able to complete the hiring in-house is before the applicants that did not complete the application correctly CENCOM would have never known as the County completed the screening. Now before the opening closes we can contact the applicant and let them know they have some incomplete steps in their application.

**Finance**

Bias software was selected as the Financial Management system. Research and selection still need to be done on a timekeeping software. The next step will be for the County to set up the funds (document was distributed) a resolution will be presented at the next Executive Committee Meeting for the Kitsap 911 fund accounts.

There are three options available for Kitsap 911 in regards to employment security. Options one is employment security tells Kitsap 911 how much to pay and they pay it. Option two Kitsap 911 puts money into a reserve account and not pay the state, however the state still manages unemployment and if there is a claim to pay Kitsap 911 pays. Option three would be to join a risk pool, more research needs to be done on this option. Mayor Erickson recommended to additionally ask WCIA. Mr. Kirton will gather more information and bring recommendation to the Executive Committee for decision.

**Other**

The RFQ for legal counsel closed on Friday and so far only two responses have been received. Mr. Kirton will screen the RFQ and prepare a report. There will be interviews scheduled with the qualified firms and Mr. Kirton will invite a member of the SAB, and Bremerton and Poulsbo attorneys along with Executive Committee to participate. Then schedule a meet and greet with the full board. The Executive Committee will make a recommendation to the Board for final approval.

The Executive Committee decided to cancel the June 7th Board of Directors meeting and combine it with the June 17 work study meeting. This meeting will be publicized.

**Budget Report** (reports were distributed)

Reports were distributed and if any Executive Committee members have questions they will contact Mr. Kirton or Mrs. King.

**Good of the Order-** Mayor Erickson asked about the MCT. Mr. Kirton reported that after two weeks of the supplier saying they items were shipped and gave tracking numbers we found out they were incorrect tracking numbers and there was a manufacturer delay. There were a few configuration issues and interface issues that were solved.

**Adjournment 15:00**

## The next regular meeting of the CEC is scheduled on June 22, 2016 from 13:00-15:00 at the CENCOM facility.