

**Kitsap 911 Executive Committee Meeting of**

**June 22, 2016**

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

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

**Additions:** No Additions

**Public Comment:** None

**Agenda:**

No Closed Session needed

**Governance**

**HR-** A resolution authorizing participation in Washington State Public Employees retirement system was presented. This will be presented to the full board for adoption at the next meeting. Employees will be transferred on Christmas day due to the pay period. If Kitsap 911 opts into social security it will be effective December 25th and PERS takes effect December 26th. There is currently a poll out to all employees. This started yesterday and there will be a report on these results by the next Executive Committee Meeting.

**Risk-** Kitsap 911 Management consulted with WCIA on liability questions and get a second option. It was a very smooth conversation and a very good start with this new relationship.

**Finance and Purchasing**- Mr. Kirton had not received any feedback on the financial or purchasing policies. He will wait until Kitsap 911 has its own attorney to review the documents before he brings them forward for the board’s approval.

**Legal-** Mr. Kirton reported that three responses were received and we will schedule a time the works for the Executive Committee and invite the full board to come.

**Budget Report** (reports were distributed)

Financial Analysts Robin King reviewed the budget reports for May. The revenues received are at 46.7% of budget, the reason it is running below as we are waiting on some lump sum MCT payments. Sales tax is 9.8% above budget. 33% of expenditures have been spent. Mrs. King reported there are no current risks and there has been a 5% job growth and Kitsap County permits have come up. Sheriff Simpson ask where the projections come from as Kitsap County budget office is not as optimistic. Mrs. King stated she used the Puget Sound Economic forecaster.

**Staffing Report**

Deputy Director Maria Jameson-Owens reported operation staffing is currently 10 people short. The latest recruitment has 219 applicants and 100 will be moving on to the testing. This recruitment closed last Monday. Currently there are 5 dispatchers in training on the radios and doing well. Three additionally trainee employees have been signed off as Primary Call Receivers.

**Goal and Tech Project Update-**

*Push to talk-* Progress has been made on Push to Talk ID implementation and Mr. Kirton expected by the next meeting he will be able to report this project is complete.

*CAD Mobiles*-The go live date was pushed back and still on track for the revised go live date for early next month on July 12th.

*Email address-* Project 12 date has been adjusted to reflect the go live with Kitsap 911.

**July Board Meeting-** There will be a place holder in the July meeting for a possible closed session. The fiscal, governance, budget, staffing, goals update, Adoption of the Operations Budget and presentation of the Technology budget and it is up to the board if they would like to adopt at this time. Kitsap 911 Chair Ellingson would like to see an activation schedule and milestones for Kitsap 911. Mr. Kirton will have distilled down for the milestone schedule.

**Good of the Order-**

Mayor Erickson asked how the staffing plan is coming for the 3rd and 4th of July. Mrs. Jameson-Owens reported communication with Law Enforcement and Fire has been taking place. A press release will be done and North Kitsap Fire is assisting in writing this. Staffing levels have been increased and we are working with law enforcement on procedures for tracking in CAD and not dispatching in order to keep the radios clear.

**Adjournment 13:33**

## The next regular meeting of the Kitsap 911 Executive Committee is scheduled on July 27, 2016 from 13:00-15:00 at the CENCOM facility.