

**Kitsap 911 Executive Committee Meeting of**

**July 27, 2016**

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

**Call to Order:** Chair Wiley called the meeting to order at 1300.

**Additions:** Channel availabilities at Piece County

 Stand-alone paging options

**Public Comment:** None

**Approval of Minutes**: Director David Ellingson made a motion to approve the minutes from May 25, 2016 and June 22, 2016. Motion was seconded by Director Patty Lent. Motion carried.

**Agenda:**

Closed Session to discuss labor negotiations.

Start: 1:01PM

End: 1:23PM

**Governance**

**HR-** The primary focus for HR is on the HR Transition and discussions with labor negotiations. There may be a TA contract for the next executive committee meeting.

**Risk-** Kitsap County did not transfer the property and it is still being insured under the County’s Policy at this time.

**Finance and Purchasing**- The Finance software has been selected and the purchase has been made. Implementation planning and configuration is being worked on. The software selected is call Bias and is very compliant with BARS Financial system. Additionally, Bias was also selected for their timekeeping module.

Kitsap 911 has filled out applications and processed them for the business licensed. At the next executive meeting there will be resolutions for employment security and workers compensation.

**Legal-** There will be a special Executive Committee Meeting on August 10th to meet with the two legal candidates and make a selection from the RFQ process. Thirty minutes will be allocated to each candidate. Mr. Kirton will be inviting City of Poulsbo Attorney Alexis Foster and South Sound 911 Attorney Peter Beckwith to assist the Executive Committee in this process.

**Other**- Kitsap 911 has applied for the changes to be made with FCC Licenses.

**Action Item: Resolution 2016-005 Establishing Funds**

**Director David Ellingson made a motion to adopt resolution 2016-005. Motion was seconded by Director Patty Lent. Motion passed.**

**Budget Report** (reports were distributed)

Financial Analysts Robin King reviewed the budget reports ending in June 2016. The revenues received are at 54.3%. Sales tax is above projection and telephone tax is just below. No state grants have been received to date but they are expected in August. Appropriations are 52% expended with a goal of 48.5.

**Staffing Report**

Deputy Director Maria Jameson-Owens reported the employees hired in November of 2015 are currently in Law Enforcement training and there will be 5 employees being signed off. There are currently 18 applicants in the background process for the next hire in September. The hopes are to hire 8-10 new employees. There are currently 10 vacancies on the operations floor. Overtime numbers have dropped considerately compared to last year.

**Goal and Tech Project Update-**

*Push to talk-* There are three agencies completing the reprogramming themselves and are making progress. This week a radio already programed was reported stolen and CENCOM was able to change the radio ID in the system so if it is used it will show up stolen. This would not have been capable in the old system.

*CALEA*-The Accreditation Manager is currently in Baltimore and Mr. Kirton will join him tomorrow. They will be going in front of the Accreditation Commission and hopefully get the accreditation. Additionally Mr. Hazard was recognized as the employee of the quarter. Mr. Hazard worked very hard on this project.

*MCT-* The roll over day went very well. There were some challenges with the Fire RMS that Central Kitsap Fire and Rescue uses. The Panasonic and GTAC computers had a few minor hardware problems. There currently is not a stable platform for the Dells yet. Mayor Erickson stated she is being told that with the Dells are having dropping issues all over the county and it has something to do with Netmotion and GPS. Mr. Kirton said the problem on North Kitsap is a netmotion problem he will follow up with the technicians to confirm these issues. CENCOM will be sending technician Tom Wright to Poulsbo to work with their Technicians and do some ride along to look at the issues. Discussions took place regarding the windows 10 and windows 7 and the current version of I/Mobile is not certified on windows 10 but the will be happening shortly.

**Channel Availability-** Chief Jeff Griffin expressed the strategic advisory committee has been having conversations since the Fire Operations Chiefs brought forward that they are in need of additional repeated channels. This coincides with Pierce County actually changing radio frequencies and dropping some of their channels that are in Kitsap’s range. Chief Griffin requested staff work with Pierce County to identify channels that could be transferred to Kitsap 911 and then do a feasibility study to determine if these frequencies could work on our system. Mr. Kirton said there is money in the budget to find additional channels and it’s in the work plan. Kitsap Transit is also in the process of upgrading their system and are trying to get other agencies to switch to the Kitsap Transit system. This effort may free up some frequencies that are already licensed in our county. CENCOM will continue to monitor and will secure licenses for any frequencies that become available. Once frequencies are found we will need to have conversations about how to fund deployment. Additionally Pierce County is aware of Kitsap 911’s interest in their radio frequencies.

**Stand-alone Paging-** Chief Jeff Griffin stated that King, Pierce, Skagit and others all have their own stand-alone paging system. This was recently brought to life to the agencies when they can see through the application Pulse point events being shown approx. 30 secs faster than it being dispatched. The way to get the time delay out of the system is a stand along paging system. The Chiefs are asking to refresh the evaluation of stand-alone paging system that took place several years ago. Mr. Kirton will provide a quote and then all can evaluate what is affordable.

**Good of the Order- None**

**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.