

**Kitsap 911 Executive Committee Meeting of**

**August 24, 2016**

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

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

**Approval of Minutes:** Director David Ellingson made a motion to approve the minutes of July 27, 2016 with corrections to the next meeting date. Motion was seconded by Director Gary Simpson. Motion Carried.

**Additions:** Report on the status of radio frequency’s

**Public Comment:** None

**Agenda:**

No Closed Session needed there is a tentative agreement. We’re working on preparing the final documents now.

**Governance**

**HR-** Director Kirton presented two resolutions. Resolution 2016-006 authorizing participation in the DRS Deferred Comp Program. The Department of Retirement Services offers a deferred comp program that is open to anyone that participates in DRS. Partipation is voluntary and in addition to the PERS retirement system. This resolution needs to be adopted so that our employees may participate in the program. There are no administrative costs for the employer. Resolution 2016-007 authorizes participating in the Washington Fire Commissioners Association (WFCA) Joint Self Insurance Program. WFCA is the benefit pool selected through the bargaining process. There are a number of steps that must be completed in order for Kitsap 911 to join the pool. This resolution authorizes Staff and our chair to complete the necessary steps.

**Sherriff Gary Simpson made a motion to adopt resolution 2016-006 authorizing and approving participation in the Department of Retirement System Deferred Compensation Program. Motion was seconded by Executive Director David Ellingson. Motion Carried**

**Executive Director David Ellingson made a motion to adopt resolution 2016-007 adopting the Interlocal Agreement to participate in the Washington Fire Commissions Joint Self Insurance Program. Motion was seconded by Sheriff Gary Simpson. Motion Carried.**

**Risk-** No report

**Finance and Purchasing**- Mr. Kirton reported CENCOM is now in active mode with the new financial software system. Financial Analyst Robin King is working with the vender getting everything set up.

**Legal-** Mr. Kirton has met with Attorney Ken Bagwell who has agreed to a conflict agreement and is in the process of drafting it. The draft service agreement has been submitted to WCIA for a risk management review. Mr. Kirton distributed a draft of the contract that has an hourly rate over a retainer. He will clarify with Ken Bagwell on the retainer and if it is cumulative or not.

**Sheriff Gary Simpson made a motion to authorize the hourly rate at $195.00 in the contract for legal services with Kenneth Bagwell. Motion was seconded by Executive Director David Ellingson.**

**Mr. Kirton asked for clarification that he can make changes to the contract is it is recommended by risk. The Committee stated yes.**

**Motion Carried.**

**Other**- Mr. Kirton presented the transition report. The resolution has been sent to the Kitsap County Treasurer to establish the Kitsap 911 funds. The Interlocal agreements will need to be terminated effective 12/31/16. A resolution requesting termination of the CENCOM ILA will be presented at the September 6th Board of Director’s meeting. The Board will need to adopt the resolution at either the September or October meeting. There does not appear to be any risks at this time with the transition.

We can now execute contracts as Kitsap 911 if all financial transactions (including receipt of any associated equipment) will not occur until January 2017.

**Budget Report** (reports were distributed)

Financial Analysts Robin King reviewed the budget reports for end of July. January through July revenues are right on budget and expenses below. The revenues received are at 62.1% of budget. Sales tax is 11.2% above the year to date budget. 57.3% of the total appropriations expenditures have been spent. Mrs. King reported there are no current risks and the economic outlook for Kitsap County appears to be steadily improving.

**Staffing Report**

Mr. Kirton reported 9 people have been advanced to the last part of the hiring process. This will be the drug test, hearing test and psychologist review. At this time the hopes are to hire eight new employees.

**Goal and Tech Project Update-**

*Push to talk-* Significant progress has been made on push to talk. A handful of radios still need to be programmed at Poulsbo Fire and a few at Bainbridge Island Fire. There is still some Cad work that needs to be completed. This project is expected to be finished late.

*# 6 Complete CAD/Mobile Software Update*-The original date was based on the go live date and the reassessments and possible configuration work needed after go live were not considered. Mr. Kirton proposes to change the date to the 1st quarter of 2017. Mayor Lent suggested putting that information in the footnotes of the document.

Frequency Status- Kitsap 911 is still in contact with Pierce County regarding the frequencies, when they are completed with their transition Kitsap 911 is the 1st of their list to get the frequency.

Pulse Point- Mr. Kirton said there were some issues with pulse point and had an incident with a high risk warrant call where fire was asked to stage and fire noticed it showed up on pulse point. At this time it is being looked at to pare back the list of calls being shown on pulse point.

**September Board Meeting-** Lunch will be provided at the September meeting. The focus will be on transition items and there will be a couple of action items. The normal budget reports will be in the package but covered in the October meeting.

**Good of the Order-**

None

**Adjournment 14:11**

## The next regular meeting of the Kitsap 911 Executive Committee is scheduled on September 28, 2016 from 13:00-15:00 at the CENCOM facility.