

**Kitsap 911 Executive Committee Meeting of**

**February 8 2017**

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 Becky Erickson, Director Gary Simpson, Committee Member Jeff Griffin Alternate Committee Member Steve Strachan, Kitsap 911 Attorney Ken Bagwell, Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens, Financial Analyst Robin King and Administrative Specialist Stephanie Browning. Absent:

**Call to Order.** Chair Dusty Wiley called the meeting to order at 1302

**Additions to Agenda**: None

**Approval of Minutes: Director Ellingson moved to approve the minutes from November 23, 2016, December 21. 2016 and January 25, 2017. Motion Passed.**

**Public Comment:** None

**Approval of Payment of Claims-Fund 89822:**

**Director David Ellingson moved approval of A/P Warrants 1038 through 1070 Total $32,825 and Payroll dated 01/27/17 Total $226,969.08. Motion was seconded by Director Dusty Wiley.**

**Motion passed.**

**Agenda:**

**Closed Session to discuss Labor Relations**

**Start 1:05**

**End 1:17**

**Employee Recognition Program-** Deputy Director Maria Jameson-Owens presented a proposal for Employee Recognition Program for Kitsap 911 to include service awards. She researched looking at Kitsap County’s, other 911 centers programs in similar size and some of the cities programs. The focus was on being financially responsibly, recognize employee’s service, exceptional performance and special events for the 911 community. The proposal includes some of the following and more details attached;

*Service Awards-* one year certificate of appreciation and smalls service award such as a lapel pin. 5 years not to exceed $20.00, 10 years not to exceed $35.00, 15 years not to exceed $50.00, 20 years not to exceed $75.00, 25+ not to exceed $100.00.

*Retirement gifts-* This will not exceed $125.00 and will depend on the years of service.

*Exceptional Performance-*Quarterly and Annual awards and for Kitsap 911 Employee of the Year a physical award to exceed $125.00. Plus parking spaces for award recipients.

*Special Events-*Recognition award of employees at less than $20.00 per employee and meals for employees no more than two times during the week and not to exceed $15.00 per employee.

**Director David Ellingson made a motion to approve the Employee Recognition Program as presented. Motion was seconded by Director Patty Lent. Motion passed.**

**Fire Billing (MVCG events)**

Several years ago Bremerton Fire Department stopped responding to unknown injury motor vehicle collisions (MVCG) Central Kitsap Fire and Rescue stopped in 2014 and then South Kitsap Fire and Rescue stopped going in 2015. There is no change how these events are handled by Kitsap 911 as some agencies go and some do not. The events are entered into CAD the same way, the call receiver creates a fire call and law enforcement call. The dispatcher will analyze the call and if determined there is no need for aid the fire call is closed. In the end of November it was realized even though the calls were being closed they were being counted as units of use and would be included in their 3 year average for budget totals. Discussion took place and the Committee requested this goes back to the Strategic Advisory Committee to bring forth a recommendation.

**Carver Street-** Executive Director Kirton and Kitsap 911 attorney Ken Bagwell met with Kitsap County Administrator Karen Goon and Attorney Jacquelyn Aufderheide regarding the building on Carver Street. The next step is that Ms. Goon and Ms. Aufdereheide will seek clarification of the BOCC and Emergency Management’s positions on the issue. In the meantime Mr. Bagwell will be reaching out to the Military who is the lessor of the land.

**Service Agreements**

There has been no movement with Kitsap County Information service agreement or the dispatch service agreement. Mr. Kirton said he has asked if there is any problems but at this time they are in the Kitsap County’s attorney’s desk.

**2017 Goal and Tech Project Update-** Mr. Kirton provided the new 2017 goals and tech projects document. The items that are blue are carry over from the transition plan. The following items were discussed;

*Backup center* – The project plan was sent to the water district and the school district for review and their approval.

*User Agreements-* All user agreements are either completed or being processed on their end except for the County’s agreement.

*Securing Funds for Bainbridge Island Tower-* There are currently several areas on the island where officers cannot hear. There may be some options to partner with the city, cell towers and Kitsap 911 the last conversation with City Manager as this would be in conjunction with the police station construction.

**Good of the Order-**

**Sheriff Simpson stated that the South Sound 911 implementation of Intergraph has been discussed a lot in the pierce county press and wanted to know if there was any fall out locally. Mr. Kirton said Kitsap 911 did have a similar problem that was described in the article and he reached out to our technician that was here at that time and what fixed the problem so we can provide some advice. However, we have not seen the types of things described to the same degree.**

**Adjournment 14:22**

## The next regular meeting of the Kitsap 911 Executive Committee is scheduled on February 22, 2017 from 13:00-15:00 at the CENCOM facility.