

**Kitsap 911 Executive Committee Meeting of**

**February 22, 2017**

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

**Call to Order.** Chair Dusty Wiley called the meeting to order at 1303

**Additions to Agenda**: None

**Public Comment:** None

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

**Director David Ellingson moved approval of A/P Warrants 1071 through 1094 Total $34,732.98 and Payroll dated 02/10/17 Total $227,974.82. Motion was seconded by Director Gary Simpson.**

**Motion passed.**

**Agenda:**

**Financial Report** (reports were distributed)

Financial Manager Robin King reviewed the budget reports for January 2017. The revenues received are above projections at 8.3% of budgeted revenues. Sales tax is 9.9% above the January budget. Telephone Excise tax are slightly above budget with 8.3% received. 10.8% of the total appropriations expenditures have been spent. There were 2 insurance payments made on for January and one for February. Mrs. King reported there are no current risks identified and no reserve funds have been used.

**Staffing Report**

Executive Director Kirton reported there have been no departures since the last report. A job offer has been accepted for the Technology Manager and his first day will be March 13th Interviews are taking place for the Human Resource Manager this week. Kitsap 911 Financial Manager Robin King has announced she will be retiring June 8th. This position is open and the goal is to have it filled by the end of April.

**2017 Goal and Tech Project Update-** Mr. Kirton reported on the following projects. The dates for the projects are still fluid and Mr. Kirton would not like to finalize them until the new Tech Manager is on board;

*User Agreements-* Suquamish Tribe and City of Bainbridge Island and Kitsap County user have not yet been finalized.

*Backup center –*The project plan has been sent and just waiting for them to agree to the plan.

**Board of Directors Meeting Agenda (03/07/17) -** At the Board of Directors meeting the normal Financial Reports will be presented, Deputy Director Jameson-Owens will present the 2016 Performance Measures, and the 2017 goals/projects will be discussed. Mr. Kirton shared information regarding the status of the County’s position regarding the building and that Ken Bagwell has reached out to the Military Department to confirm they have no objections with resending the lease and having a lease directly with Kitsap 911. He has not heard back from them yet. Director Ellingson asked Mr. Kirton to brief the Board on the status of the service agreements. With the Board meeting taking place on March 7th and the Executive Meeting taking place the next day Chair Wiley made the decision to cancel the March 8, 2017 meeting.

**Good of the Order-**

**None**

**Adjournment 13:33**

## The next regular meeting of the Kitsap 911 Executive Committee is scheduled on

## March 22, 2017 from 13:00-15:00 at the CENCOM facility.