

**Kitsap 911 Executive Committee Meeting of**

**March 22, 2017**

The CENCOM Executive Committee met in the Conference Room at Kitsap 911 in Bremerton. Present were: Director Dusty Wiley (Chair), Director David Ellingson, Director Patty Lent Director Becky Erickson, Committee Member Jeff Griffin, Kitsap 911 Attorney Ken Bagwell, Executive Director Richard Kirton(via conference call), Deputy Director Maria Jameson-Owens, Financial Analyst Robin King and Administrative Specialist Stephanie Browning. Absent: Director Gary Simpson, Strategic Advisory Committee Member Chief Matthew Hamner

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

**Additions to Agenda**: None

**Approval of Minutes: Director Ellingson moved to approve the minutes from February 22 2017. Motion was seconded by Director Erickson. Motion Passed.**

**Public Comment:** None

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

**Director David Ellingson moved approval of A/P Warrants 1095 through 1159 Total $160,384.18. Motion was seconded by Director Becky Erickson. Motion Passed.**

**Director David Ellingson moved to approve Payroll dated 02/24/17 and 03/10/17 Total $432,442.06 Motion was seconded by Director Becky Erickson.**

 **Motion passed.**

**Introduction of New Technology Manager (Paul Cocus)-**

Kitsap 911 has hired a new Technical Systems Manager named Paul Cocus. Paul was introduced to the Executive Committee, he comes with 20 years of experience from working radios in the United States Navy submarines, 6 years working with the Bill and Melinda Gates Foundation as a technology manager and most recently working for the Port of Seattle.

**Discussion-Service Agreements (Kitsap County)**

Kitsap 911 Attorney Ken Bagwell reported a draft of the 911 Service Agreement was sent to Kitsap County’s Attorney. Kitsap County Attorney made several changes to the agreement, some of the changes are just wording and does not change the substance of the agreement. However, she is wanting the mutual indemnification provision to be shifted so that all the liability falls to Kitsap 911. Mr. Bagwell feels Kitsap 911 should not change this indemnification provision. The Executive Committee asked to review the language changes and Executive Director Kirton will email this information to them.

**Financial Report-**(reports were distributed)

Financial Manager Robin King reviewed the budget reports for February 2017. The revenues received are above projections at 18.7% of budgeted revenues. Sales tax is above projection with 9.1% above the February year to date budget. Telephone Excise tax are slightly above budget with 17% received. 16.6% of the total appropriations expenditures have been spent. Mrs. King reported there are no current risks identified and no reserve funds have been used.

 **Staffing Report-**

Deputy Director Maria Jameson-Owens reported there are five vacant positions still on the dispatch floor. The three new employees that started the academy are now on week three and progressing well. There are still two other employees in training on the dispatch floor from the last academy class. She is currently working on recruitment for the May 22nd hiring. This time Kitsap 911 will be doing advertising on the Washington State Ferries.

**2017 Goal and Tech Project Update-**

There have been no significant changes to the report from two weeks ago. Mr. Kirton and Technology Service Manager Paul Cocus will be sitting down next week and review the schedule for the projects. They may possibly come back with some adjustments to the schedule.

*Project 14-Develop proposal for reducing call to en-route times* – Chief Griffin informed the Committee that an evaluation of the delay was provided to the Strategic Advisory Committee. It was found there is a significant delay and in some areas as much as one min twenty seconds for certain types of calls that have a lot of tones attached. There are multiple parts causing the delays but the most important is the interface between analog and the equipment. Further analysis will be taking place and an executive summary of the report will be provided so information can go to city councils and other boards.

*Email Domain and Office 365 Deployment-* Most of the staff will be cutting over to kitsap911.org and office 365 before March 31st. Currently IT is doing a soft roll out to validate volume. There is a slight issue with getting the archive files from Kitsap County imported into the new system. Mr. Cocus and his staff are working with Kitsap County and Microsoft to mitigate this. There will be ongoing work after March 31st.

*Financial Policy’s and Controls-* The Board have already adopted and currently the language that was adopted is being put in proper format and uploaded into our online SOP manual. The new policies are controls are being followed.

**Good of the Order:**

*SAB on Agenda***-**Chief Griffin asked if the Board would like the SAB to report on their meetings and have as a standing item on the agenda. The Committee said they would like this.

*MVCG Calls for Service-*The Strategic Advisory Committee (SAB) had a conversation regarding the unknown injury motor vehicle collisions that currently Bremerton Fire, Central Kitsap Fire and Rescue and South Kitsap Fire and Rescue do not respond it. In summary the SAB members feel there is still work that is being done on the call receivers and dispatchers end and that for the agencies that do not respond they should still pay ½ of a unit of use.More information will be provided in the future.

*Bond and Interfund Payments-* Director Erickson asked when the Bond payments are being made and they are in July and December. Additionally she wanted to know if we have been making the Interfund payments to Kitsap County. Mr. Kirton informed that no payments will be made until the service agreement is signed.

**Adjournment 13:39**

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

##  April 12, 2017 from 13:00-15:00 at the CENCOM facility.