

**Kitsap 911 Executive Committee Meeting of**

**April 26, 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 Becky Erickson, Director Gary Simpson Strategic Advisory Committee Member Chief Matthew Hamner, Kitsap 911 Attorney Ken Bagwell, Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens, Financial Analyst Robin King and Administrative Specialist Stephanie Browning. Absent: Director Patty Lent, Strategic Advisory Committee Member Jeff Griffin

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

**Additions to Agenda**: 9a- Fire Chiefs Concerns

 9b- Health Care Program Information

**Approval of Minutes: Director Ellingson moved to approve the minutes from February 08, 2017 and March 22, 2017. Motion was seconded by Director Erickson. Motion Passed.**

**Public Comment:** Executive Director Kirton introduced Kitsap 911 new Human Resources Manager Rachael Taylor. She comes with 12 years of HR experiences and is excited to work for Kitsap 911. She started HR working for Kitsap sun and then most recently Harrison Medical Center.

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

**Director David Ellingson moved approval of A/P Warrants 1095 through 1159 Total $160,384.18, A/P Warrants 1270 through 1286 Total $99,825.68 and Payroll dated 03/24/17, 04/07/17, 04/21/17 Total $682,055.95. Motion was seconded by Director Becky Erickson. Motion Passed.**

**Adopt Resolution 2017-001, Establishing (purchasing) Roster Processes**

This resolution will allow Kitsap 911 to start using Municipal Research and Service Center (MRSC) and along with that an updated version of Governing Directive 60, which was updated to comply with MRSC recommendations. Executive Director Kirton provided highlights to the Executive Committee with all the updates in Kitsap 911 Directive 60.

**Director Dave Ellingson move to adopt Resolution 2017-001 Establishing a Small Public Works Roster Process to Award Public Works contracts. Motion was seconded by Director Becky Erickson. Motion passed.**

**Discussion-Unknown Injury Accidents/Units of Use**

At the last Executive Committee meeting it was discussed that the Strategic Advisory Board (SAB) asked that unknown injury accidents be billed at a .5 call for service. Deputy Director Maria Jameson-Owens provided a spreadsheet showing the redistributions for fire agencies. Currently only three fire agencies respond to these events. Mayor Erickson expressed that there should be consistency and all responding in the same way. She also felt we should not be catering to different policies. Discussion took place.

**Director Gary Simpson made a motion to leave the units of use for unknown injury accidents at 1. Motion was seconded my Director Becky Erickson. Director Ellingson asked that this motion be tabled and each fire can go back to their districts so more discussion and understanding of the effects in the community.**

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

Financial Manager Robin King reviewed the budget reports for March 2017. The revenues received are above projections at 27.5% of budgeted revenues. Sales tax is above projection with 9.6% above the March year to date budget. Telephone Excise tax are slightly above budget with 25.4% received. 23.3% of the total appropriations expenditures have been spent. Salary and Benefits are about 9%. above budget, this is due to extra medical payment and the collective bargaining agreement. There will be a budget amendment in the May meeting to bring to the full board in June that will reflect the changed to the budget for salaries and benefits. Mrs. King reported there are no risks identified. However, unemployment in Kitsap County has continued on a downward trend but has not kept pace with Washington State or National Unemployment rates. Mr. Kirton said the state revenue forecast is seeing some warning signs statewide this month and monitoring this. Director Ellingson asked if we are at a place to reduce user fees in order to show a good faith effort and give back to the organizations that have supported this endeavor. MR. Kirton said the long range planning process is this year and as a part of that we are currently scheduled to replace a lot of equipment in 2018/2019/2020. He would like to get this plan put together and bring for approval.

 **Staffing Report-**

Deputy Director Maria Jameson-Owens reported there is still 5 vacant positions on the Operation Floor. The newest hires will start working with a trainer on the dispatch floor next week. On May 22nd Public Safety Telcommunications Trainee position will open up and currently two lateral candidates are being interviewed on May 10/11th. A Law Enforcement Academy will be starting in mid July. A new Finance Manager has been hired she comes from Kitsap Public Health Department and is named Tracey Kellogg. She will start at the end of May.

**2017 Goal and Tech Project Update-**

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.

*User Agreements* – City of Bainbridge Island, Suquamish Police and Kitsap County agreements not completed. These agreements are still in the legal process and no indications there are issues with City of Bainbridge Island and Suquamish Police.

*Transfer of Building-* Currently waiting for the State General Attorney’s Office to give their assignment language.

*Information Service Agreement-* This agreement came back and Kitsap 911 has some changes and will be getting these added and then get it back to Kitsap County. There will be a 30 or 60 day termination clause in this agreement.

*User Agreement with Animal Rescue and Bainbridge Island Ambulance-* They have signed the assignment agreement with their current contracts but in the process of getting new contracts with Kitsap 911.

*Termination of the CENCOM Interlocal Agreement-* The Executive Committee decided to move forward with this process and a drafted letter from the County signed by Chair Ellingson and the Chair of the Board of commissioners will need to be sent to all users informing them of the termination.

*Email Domain*- This is completed and Kitsap911.org is being used. Office 365 deployment was moved onto a separate task. The new technology manager came up with a different strategy and before we do the deployment he would like to deploy other services.

*Geospatial Routing-* This date is highlighted in yellow because the State is telling us their project is being delayed. This is because their current ESI provider is not cooperating with the new ESI providers. The 911 coordinators state wide have told the state E911 coordinator that they want an update and if this issue is not resolved they intend to go to elected officials, legislature and media.

Replacement plans CAD- Sheriffs office is currently looking at options for ILEAD and the jail systems. They assumption is they will be able to interface with CAD. The Sheriff asked if we are looking at replacing the CAD system. Mr. Kirton said they are aware and will talk about CAD as a part of the Strategic Advisory process. All of the major records management providers interface with CAD.

**Additional Agenda Items-**

9A- Director Wiley was approached by one of the Fire Chiefs at the Board meeting last night and wanted to bring forward their needs with projects. They have concerns with Alerting Delay issue and what the costs would be, The CBD training and updates, the Countywide vehicle locator and repeated structure fire frequency. Mr. Kirton advised him of the projects that were on the project lists except for the CBD training as this is something that is ran through the EMS office and is unaware what the Chiefs would like. Director Wiley said the Fire Chiefs were looking at perhaps breaking up the SAB and allow the Fire Chiefs to have their time and Law Enforcement have theirs. This would allow the meetings to go quicker and not to be wasting other Chiefs times. Mr. Kirton said there used to Split the SAB meeting into three parts and found they were all coming for the whole meeting anyways and does want to split the meeting into two groups as information will be lost and they both need to be at the table talking to each other.

9B- Director Ellingson shared information from the WFCA Health Care Meeting they are trying to save money with prescriptions and it is very refreshing to see this commitment. They also discussed cost drivers. The rates will be set in July but they are looking at a tentative 4% inflation.

**Good of the Order:**

**Adjournment 14:17**

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

##  May 10, 2017 from 13:00-15:00 at the CENCOM facility.