

**Kitsap 911 Executive Committee Meeting of**

**May 24, 2017**

The Kitsap 911 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 Patty Lent (Via Conference Call), Kitsap 911 Attorney Ken Bagwell, Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens, Finance Manager Robin King and Administrative Specialist Stephanie Browning. Absent: Director Gary Simpson, Strategic Advisory Committee Member Chief Matthew Hamner Strategic Advisory Committee Member Jeff Griffin

**Call to Order.** Chair Dusty Wiley called the meeting to order at 1304

**Additions to Agenda**: None

**Approval of Minutes: Director Becky Erickson moved to approve the minutes from April 26, 2017. Motion was seconded by Director David Ellingson. Motion Passed.**

**Public Comment:** None

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

**Director David Ellingson moved approval of A/P Warrants 1287 through 1300 Total $26,597.59, A/P Warrants 1225 through 1245 Total $24,366.46, A/P Warrants 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.**

**Unknown Injury Accidents/Units of Use**

This items is continuing to be tabled until the Strategic Advisory Board Member representatives are present.

**Discussion-**

**Budget Amendment**

The 2017 Budget Amendment reflect the changes to the salaries and benefits as a result of the collective bargaining agreement, changes to Industrial Insurance and Unemployment as we are now paying those fees to the state. The other change is the property insurance, as it was discovered the County was not insuring all the tower sites, this is being taken from the unreserved fund balance. The last budget change is 150K for HVAC repairs.

**Director David Ellingson made a motion to approve the budget amendment as presented. Motion was seconded my Director Becky Erickson. Motion Passed**

**2018 Budget Process**

Reminder at the next Executive Committee meeting the draft 2018 budget presentation will be done.

The full Kitsap 911 Board of Directors will be on July 14th.

**June Board Meeting**

Executive Kirton will bring forth the normal Board meeting items and include the budget amendment. Director Erickson asked for an IT check in with the new IT Managers having him report what is good and what his concerns are.

**Reports-**

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

Finance Manager Robin King reviewed the budget reports for April 2017. The revenues received are above projections at 36.7% of budgeted revenues. Sales tax is above projection with 9.3% above the April year to date budget. Telephone Excise tax are slightly above budget with 35.2% received. In April an unusual amount was received for VOIP and found this is a one-time back payment due to an audit performed by the Department of Revenue on a VOIP Provider. 32.2% of the total appropriations expenditures have been spent, about three million of the budget. Salary and Benefits are about 1.4% above budget, once the budget amendment goes through we will be tracking a little below budget.

**Staffing Report-**

Deputy Director Maria Jameson-Owens reported there is still 5 vacant positions on the Operation Floor. On Monday the Public Safety Telecommunications Trainee position will opened and will be open until the 19th of June. There are two lateral candidates going through the testing process, one is in the final. We advertised with a video on the Washington State Ferry routes, on facebook, and on both of the Mentor reader boards.

**2017 Goal and Tech Project Update-**

Mr. Kirton reported we are on track with our projects. He highlighted the following projects;

*Backup Center* – Central Kitsap School District has signed off on the backup center plan. Mr. Kirton has met with the water district and they have requested a few minor changes. Additionally discussing placing the Kitsap 911 building on a different part of their property at their request. Mr. Nelson is meeting today with Department of Community Development and the Fire Marshall to make sure the adjustment to the plans don’t impact any issues. Should be ready to move forward in the next few months.

*Develop a proposal for reducing call to en-route times-* The Fire Chiefs met with Kitsap 911 and they requested to move forward with detailed design. There are three pieces that are included in this project. The proposal would be that fire agencies will fund this with a surcharge.

*Transfer of Building-* The military department has not responded to our request for the lease form but this is still in the works.

**Additional Agenda Items-**

**Good of the Order:**

Mayor Lent new fire Chief has started and she would like Kitsap 911 to reach out and have a meeting with him.

Chair Ellingson informed the Committee that tonight at the See fair Cinema Dr. Stanberry will be talking about stepping out into the solar system with human exploration. This is open to the public from 6-730.

Deputy Director Maria Jameson-Owens said APCO has awards every year. This year at the State Level we had an employee (Emily Garner) win Telecommunicator of the Year for Sustainable Performance. At International level, we had an employee (Shawn Handel) win Supervisor of the Year and our Director won Director of the year. Chair Ellingson asked for the employees to come to the next Board meeting.

**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.