

**Kitsap 911 Executive Committee Meeting of**

**June 14, 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 (Via Conference Call), Director Patty Lent (Via Conference Call), Kitsap 911 Attorney Ken Bagwell, Strategic Advisory Committee Member Jeff Griffin, Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens, Financial Manager Tracey Kellogg and Administrative Specialist Rachelle Tate. Absent: Director Gary Simpson, Strategic Advisory Committee Member Chief Matthew Hamner

**Call to Order.** Chair Dusty Wiley called the meeting to order at 1305

**Additions to Agenda**: None

**Approval of Minutes: None**

**Public Comment:** None

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

**Director David Ellingson moved approval of A/P Warrants 1261 through 1269 Total $96,033.34, A/P Warrants 1301 through 1340 Total $90,264.34 and Payroll dated 06/02/17 Total $222,293.13. Motion was seconded by Director Becky Erickson. Motion Passed.**

**Unknown Injury Accidents/Units of Use**

Chair of the Strategic Advisory Board Jeff Griffin informed the Executive Committee this issue was discussed by the Fire Chiefs and they came to the conclusion that there is work generated by the unknown injury accident. The proposal was to charge for ½ of a unit for the agencies that have decided not to respond to these calls. Discussion took place and Director Erickson would like the attorney to review and see what liability would be for Kitsap 911 if in fact it was dispatched incorrectly. This will be tabled for 30 days.

**Discussion-**

**2018 Budget**

Budget TimeLine

July 14th, 2017 Kitsap 911 will present the 2018 budget proposal to the Board of Directors and ask for approval. The reason Kitsap 911 budget timeline is early is so the user fee will be in time to incorporate into the user’s budget. There are some variables for this budget cycle. The variables are the revenue forecast are a bit rougher and the payments to the County are estimated. This year presents a unique challenge as there is not a full year of Kitsap 911 experience and second is updating technical plan and looking at equipment replacement. What will be presented at this point will be the Operating Budget and impacts to the users fees. The Technical Budget would be brought forward at the fourth quarter Board of Directors meeting for adoption.

Highlights from the 2018 Proposed Budget

Revenues

*Sales Tax*- 11.5% increase to the 2017 budget however it’s really only a 4% increase over projected end of year 2017. This is constant with what Kitsap County and Kitsap Transit is seeing as well. We will reach out to the Cities between now and the July presentation.

*Other revenues*-Very close to 2016 actuals, highlighted in yellow is the state grant and there is a 60K set aside for salary increase. The way the spreadsheet is built there was a trickle-down effect and it will be adjusted for the final presentation.

*User Fees*- This are proposed are at a flat rate.

Appropriations-Operating Expenses proposed at 9.8 Million which is a 3.5% increase overall

1032

*Wages, Salaries and benefits*- 6% increase proposed this includes wage adjustment, step increases, PERS retirement and estimated medical.

*Computer Software*- Increase to licensing and software agreements that used to be paid through Kitsap County and now Kitsap 911 needs to get them themselves. Additionally, when Kitsap 911 was a department of the County the charges were set up differently. Very hard to get an apples to apples comparison to last year.

*I/LEADS pass-through*- Last year the charge only included Kitsap County Information Services Staff Cost and the money paid to Intergraph was not separated out. This is now all folded into the I/Leads surcharge.

*Agency Allocations*- There is a surcharge allocation for the Fire Users for the alerting project. This amount is an estimate from a rough proposal and spread out over four years. Then allocating ¼ of that in the budget. The appropriation proposal will be in December. The cost per unit for law enforcement for 2017 was $6.29 and in 2018 will be $6.35. The cost per unit for fire for 2017 was $22.51 and in 2018 will be $20.71 (this is without the surcharge).

**Reports-**

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

Financial Manager Tracey Kellogg reviewed the budget reports for May 2017. She will email the packets to the Directors on the conference call and the Sheriff. The revenues received are above projections and expenses below projections. Ms. Kellogg asked the committee to think about the level of details they want in this report and let her know. Director Ellingson said he is very comfortable with the current level of detail.

**Staffing Report-**

Deputy Director Maria Jameson-Owens reported there are 4 vacant positions on the Operation Floor. Kitsap 911 hired a lateral candidate from another agency with 11 years’ experience. Additionally in the final testing process to rehire an employee that left just over a year ago. The current recruitment closes on June 19. This class will start in September. Currently, in a very good position with staffing.

**4th of July-**

There will be a non-emergency line set up for fireworks. The press release will be coming out next week. Additionally staffing is in place and Kitsap 911 is in a good place going into the 4th.

**2017 Goal and Tech Project Update-**

*Alerting Project* – Assembled two work groups to look at the three different phases. One group will be looking at technology pieces while the other is looking at operations pieces. Fire Users are included in each of these work groups.

*Backup Center-* Expect to be executing an agreement with the water district in the next month or so*.*

*Facility-* Working with a new contact at the military department and now working at full speed. Once the military department signs off on assigning the county agreement to Kitsap 911 then the County will sign and should be a quick process.

*Kitsap County IS Service Agreement-*This agreement is close to be completed just negotiating a few more clauses.

*Service Agreement*- Received an executed Service Agreement with Suquamish, it will be reviewed to confirm nothing has changed before going to Chair Ellingson for signature. No County agreement has been received.

**Additional Agenda Items-**

None

**Good of the Order:**

Chair Ellingson said it was very cool that Emily Garner made the front page of the Kitsap Sun. What’s great about this and the rest of the award winners is Kitsap 911 has set a posture in the organizations that enables employees not only meet their job expectations but to excel and be recognized outside the organization. Just great that we have top performing people in the organization.

Chair Ellingson also commented Happy Flag Day.

Mr. Kirton proposed we cancel the second June meeting which would make the next meeting on June 12th with the Budget Work Study Meeting on the 14th. If there is no major changes needed with the budget he proposes we cancel the meeting on the 12th and do a special meeting on the 14th to do warrants and contracts.

**Adjournment 14:24**

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

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