

**Kitsap 911 Executive Committee Meeting of**

**August 9, 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, Strategic Advisory Committee Member Jeff Griffin, Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens, Financial Manager Tracey Kellogg 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 1303

**Additions to Agenda**: None

**Public Comment:** None

**\*Moved Agenda until there was a quorum**

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

Financial Manager Tracey Kellogg reviewed the budget reports for June 2017. The revenues are trending above budget and expenses are below. All the trends are staying the same and are detailed in the Executive Summary. In July a State Grant was billed so there will be some revenue coming. This grant is for coordinator professional development and it pays for all of the state meetings the Executive Director attends, call receiver training, some IT training, and public education. MS. Kellogg is proposing some new financial reports, she has made it similar and one page. The Committee reviewed the proposed documents and agreed to move forward with them. Additionally they no longer need graphs for the Executive Committee or for the Board of Directors to be included in the financial report. They requested a few changes to the document that will be made.

**Approval of Minutes: Director David Ellingson moved to approve the minutes from June 14, 2017. Motion was seconded by Director Patty Lent. Motion Passed.**

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

**Director David Ellingson moved approval of A/P Warrants 1392 through 1455 Total $141,839.38, and Payroll dated 07/14/17 and 07/28/17 Total $486,092.56. Motion was seconded by Director Patty Lent. Motion Passed.**

**Ratification of Executed Contracts:**

**Director Patty Lent motion to approve ratification of executed contracts with Microsoft, US Government and US State Department. Motion was seconded by Director David Ellingson. Motion Passed.**

**Discussion-**

**Agency Base Fee-** In the Kitsap 911 funding formula there is a $5,000 agency base fee. For example the City of Bremerton pays $5,000 for Police and $5,000 for Fire. The triggers to charging a base fee are the entities going to their own calls, how they are billed, and how much work. Kitsap County has always been charged one agency base fee, however the Coroner’s office was always right on the edge. The other entities are the Sheriff, Fire Marshall (Department of Community Development), Code Enforcement (Department of Community Development), and Juvenile. The County is now requesting to break out the billing for the separate Departments. Mr. Kirton suggested we look at whether to charge the base fee for each department. Chief Griffin added that this process is consistent with what the EMS Council has done. Director Lent asked Mr. Kirton to leave as it and explain to them they have a better financial investment to 911 under this current structure and if they want to shift it there will be a minimal base due to the extra work load.

**Board of Commissioners Meeting-** The next Board of Commissioners Meeting is on September 5th, 2017 in addition to the normal reports, the new financial report and unknown injury discussions Mr. Kirton asked the Executive Committee what else should be reported. They would like to have the building/land status with the military department and the unsigned service agreements reported.

Executive Committee Meeting of 08/23/17- The Executive Committee decided to cancelled the 08/23/17 meeting. Administrative Specialist Stephanie Browning will send out notification on this.

**Reports-**

 **Staffing Report-**

Deputy Director Maria Jameson-Owens reported there are 6 vacant positions and in the Directors Interview portion of this hiring process for the September 11th class. The November Class recruitment is open and the latest recruitment video is on Kitsap 911 webpage and on Facebook. Recently two trainees have been signed off and Kitsap 911 has hired two new lateral employees.

**2017 Goal and Tech Project Update-** The Executive Committee would like to be alerted by Mr. Kirton is any of the projects fall behind schedule before the September Board of Directors Meeting.

*Alerting Project* – This project is currently on track. Deputy Director Jameson-Owens is leading this project from an Operations side and Executive Kirton is leading the technical side. Internal homework is being completed before having the external subject experts participate.

*Planning Process-* Meetings for the Planning process will be scheduled soon.

*Backup Center-* Mr. Kirton will be checking in with Mark Nelson to have an update for the September 5th meeting.

**Additional Agenda Items-**

None

**Good of the Order:**

None

**Adjournment 13:37**

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

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