

**Kitsap 911 Executive Committee Meeting of**

**September 27, 2017**

The Kitsap 911 Executive Committee met in the Conference Room at Kitsap 911 in Bremerton. Present were: Director Dusty Wiley (Chair), Director Gary Simpson, Director Bob Muhleman, Director Becky Erickson (Via Conference Call), Director Patty Lent (Via Conference Call), Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens, Financial Manager Tracey Kellogg, Human Resource Manager Rachael Taylor, General Council Ken Bagwell and Administrative Specialist Stephanie Browning. Absent: Director David Ellingson, Strategic Advisory Committee Member Jeff Griffin, Strategic Advisory Committee Member Chief Matthew Hamner

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

**Additions to Agenda**: Add 9A-Sick Leave Law

**Public Comment:** None

**Approval of Minutes: Director Patty Lent moved to approve the minutes from June 14, 2017 and August 9, 2017. Motion was seconded by Director Dusty Wiley. Motion Passed. Muhleman and Simpson abstained.**

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

**Director Becky Erickson moved approval of A/P 1456 through 1534 Total $355,461.82 and Payroll dated 08/11/17, 08/25/17, 09/08/17 and 09/22/17 Total $907,316.82. Motion was seconded by Director Dusty Wiley. Motion Passed.**

**Ratification of Executed Contracts:**

**Director Becky Erickson motion to approve ratification of executed contracts with Holaday Parks, HVAC Maintenance Agreement. Motion was seconded by Director Patty Lent. Motion Passed.**

**Discussion-**

**Fireworks Presentation at December Board of Directors Meeting-** The Board of Directors requested to have a fireworks presentation. The SAB Fire Chiefs discussed this and felt it would be better to handle in jurisdictions. Director Lents understanding was the Board of Directors was looking for statistic and just information. Since there is no expectation of the Kitsap 911 Board of Directors to take any actions Mr. Kirton wants to make sure this would be a valuable use of time. The Executive Committee decided as individual agencies look at these issues Kitsap 911 can pull data and provide information to the jurisdictions and a full Board presentation is not needed at this point.

**Technical Plan Update-** Kitsap 911 is working on long range technical plan and it was due at the end of the year. However, with the transition of Technical Systems Managers and the current Technical System Manager on extended leave Executive Director Kirton would like to continue working on it. Rather than deliver a completed plan at the end of this year he requested to move it into next year’s budget process. The Executive Committee agreed on this new plan.

**Special dispatch procedure requests-** A template for special dispatch requests was provided to the Executive Committee that was drafted by attorney Ken Bagwell. Moving forward this request will be used for jurisdictions to do unique requests. The intent is not to use for situations like Viking Fest etc. This is for longer term situations not just a special event.

**Reports-**

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

Financial Manager Tracey Kellogg provided the budget reports for July and August 2017. The budget continues to be above in revenues and below in expenditures. A payment was received from the State Grant and this was about six thousand more than expected. Ms. Kellogg reviewed the changes in the reports.

 **Staffing Report-**

Deputy Director Maria Jameson-Owens reported the staffing levels remain the same since the last meeting and there are 6 vacant positions. There was a recent hiring process that ended up being unsuccessful with no candidates that moved passed the interview. There are currently three people in training as new hires and there will be a Fire Academy in November. Today a meeting is scheduled to discuss the training and hiring process for 2018. The agency looks much healthier than it did this time last year.

**2017 Goal and Tech Project Update-**

*Transfer of Building* – The contract lease assignment has been received back from the Military Department. Mr. Kirton will be providing the contract to Karen Goon from Kitsap County and it has been executed on Kitsap 911 side.

*MCT Software Upgrade-* This is marked as complete as the update was pushed out to the MCT. However, all users must reboot their computers for the install to be completed. The Technical Group is working through the units who have not rebooted to date.

*Develop Proposal to reducing call to en-*route times- The operations work group came back with recommendations and moving forward to implementing some items, the rest will be phased in. This will save up to one minute. There is still about ½ minute that can only be saved by switching from analog to digital alerting. The technical committee has reviewed and recommending to move forward with that piece. The technical committee will be having another meeting to look at criteria for venders.

*Backup Center-* An updated site plan was delivered to Central Kitsap Water District and the issue will be on the agenda for their Oct meeting. Mr. Kirton will attend the meeting to answer any questions from their board. He does not expect the backup center to be in place by the end of the year but once approved to move forward will come back to the Executive Committee with a revised timeline.

*Mobile Responder Deployment-* This is the applications responders can place on smartphones and tablets. The beta testing went well there are a few issues on the law side to be resolved before it can be deployed widely. On the fire side it looks like it will be available by the end of October.

**Additional Agenda Items-**

Sick Leave Law- Initiative 1433 was passed last year which resulted in an amendment to the Minimum Wage Act. This resulted in higher minimum wage for Washington and paid sick leave. Kitsap 911 does offer paid sick leave but there are many new rules to this and it will drastically change the way sick leave is administered at Kitsap 911. Not only how it is paid but how you hold an employee accountable for sick leave abuse cases. There are only drafts available at this time and HR Manager Taylor is doing the necessary preparations now. There will be an executive session to discuss Kitsap 911 approaches and labor relations.

**Good of the Order:**

Sheriff Simpsons said Kitsap County Sheriff’s Office is looking at replacing RMS and had starting a committee to start discussions. Mr. Kirton asked to be a part of these conversations. Additionally, Kitsap 911 is ready to assist with the new ride along application the Sheriff’s office and others are looking at for mental health.

October Executive Committee meeting for October 11th

**Adjournment 13:47**

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

##  October 11, 2017 from 13:00-15:00 at the CENCOM facility.