

**Kitsap 911 Executive Committee Meeting of**

**November 11, 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 Gary Simpson, Director Becky Erickson (Via Conference Call), Director Patty Lent (Via Conference Call), Strategic Advisory Committee Member Jeff Griffin, 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: Strategic Advisory Committee Member Chief Matthew Hamner

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

**Additions to Agenda**: None

**Public Comment:** None

**Approval of Minutes: Director David Ellingson moved to approve the minutes from September 27, 2017. Motion was seconded by Director Gary Simpson. Motion Passed.**

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

**Director David Ellingson moved approval of A/P 1535 through 1631 Total $219,874.56 and Payroll dated 10/6/17, 10/20/17 and 11/3/17 Total $712,386.37. Motion was seconded by Director Becky Erickson. Motion Passed.**

**Ratification of Executed Contracts:**

**Director David Ellingson motion to approve ratification of executed contracts with US Government, Tower Space lease for $219,874.56 (revenue), US Government, Tower Space Lease for $85,386.37 (revenue) and Kitsap County, Info. Service Agreement $338,460.00 (expense). Motion was seconded by Director Dusty Wiley. Discussion: Director Gary Simpson asked if the contracts went through review process. Mr. Kirton said yes. Motion Passed.**

**Discussion-**

**State 911 Office “shortfall”-** Executive Director Kirton reported at the State 911 meeting last month he learned the appropriation for the state 911 office is not enough to cover all of the expenses. This is primarily due to the delays with the ESINet, which is the telephone network used statewide for 911. The state fund will be about 7 million dollars short, the 911 is working through the executive branch to request a supplemental appropriation to cover half of the short fall. There is a national NG911 Grant that has not opened yet but the rules are being developed. There is hope that this will cover the gap, however the state has indicated if they cannot cover the funds they will have to cut County contracts. As a preventative measure the coordinators group recommended to the state that they cute a portion of the county contracts by 50%. More information to come as the year progresses.

**Reports-**

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

Financial Manager Tracey Kellogg provided the budget reports for September 2017. The budgeted revenues are ahead of projections and budgeted expenditures are behind projected.

 **Staffing Report-**

Deputy Director Maria Jameson-Owens reported a call receiver resigned recently. There are now 6 vacant positions. The next hiring session will begin in December with the candidates starting in March 2018. The Law Enforcement Academy started this week with three employees being signed off as dispatchers in approximately three months. The most recent call receivers started their floor training this week and should be completed in three months.

**2017 Goal and Tech Project Update-**

*Transfer of Building* – The executed assignment agreement was signed by Kitsap 911 and the Military Department. Now Kitsap 911 is waiting for Kitsap County to execute and it was indicated it should be executed by the end of the year.

*MCT Software Upgrade-* This is project is marked as complete as the update was pushed out to the MCT users. There are still a few users who have not restarted their computers to receive this update. The MCT Coordinators have been notified if they have users pending.

*Develop Proposal for Reducing Call En-route time-* This project has gone beyond just develop the proposal and work has begun to implement some of the recommendations from the operation work group and two technical recommendations.

*Backup Center-* Kitsap 911 is working with the Silverdale water district to finalize the last few

changes; which are the orientation of the building, the parking and put a driveway in. Once this is finalized, the lease will be moved forward quickly. More money will be placed in this project in the proposed budget for the driveway and to do some enhancements as this project has taken a long time to complete.

*Mobile Responder Deployment-* This project has pushed into the fourth quarter. We are waiting for the vendor to complete the fixes identified during the limited roll out. The goal is to have the product available to fire and to law enforcement with some limited functionality by the end of the year. It won’t be fully functional to law enforcement until deployment of two factor authentication.

**Additional Agenda Items-**

Executive Director Kirton said the next meeting is the 22nd, the day before Thanksgiving and asked if the members need to move it. Director Lent will not be available that week and Director Simpson will be unavailable. The meeting will take place as scheduled. The website will be active so if anyone wants to attend remotely they can view and follow the documents.

Director Erickson said they are putting 7K in there budget to run a fireworks election. Stephanie Browning will set up a meeting with the Poulsbo Mayor, Police Chief, Fire Chief and Executive Director Kirton to discuss and develop a presentation for the Poulsbo Council.

Executive Director Kirton shared in the last week Kitsap 911 has been experiencing TDOS telephone attack on a business line from a scamming outfit. The calls were pervasive that the business line for operations had to be disabled. Other public safety agencies have been given an alternative number to call and leave a message. The hope is with the line being disable for a bit the attack will end. The FBI is involved, the fusion center and the Bremerton Police. One day there was 200 calls in an hour and half.

**Good of the Order:**

None

**Adjournment 13:45**

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

##  November 22, 2017 from 13:00-15:00 at the CENCOM facility.