

**Kitsap 911 Executive Committee Meeting of**

**November 22, 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), Strategic Advisory Committee Member Jeff Griffin, Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens, Financial Manager Tracey Kellogg, Human Resource Manager Rachael Taylor and Administrative Specialist Stephanie Browning. Absent: Director Gary Simpson, Director Patty Lent, 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 November 11, 2017. Motion was seconded by Director Becky Erickson. Motion Passed.**

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

**Director David Ellingson moved approval of A/P 1614 through 1651 Total $131,786.10 and Payroll dated 11/17/17 Total $245,736.68. Motion was seconded by Director Becky Erickson. Motion Passed.**

**Ratification of Executed Contracts:**

**Director David Ellingson motion to approve ratification of executed contracts Sprint Wireless, Tower lease, 10 years, Approx 24K/year (revenue), WA Traffic Safety Commission, 1 year, variable (revenue) and City of Bremerton, 2 months, 71.12/hour (expenses) Motion was seconded by Director Becky Erickson. Discussion: Director Becky Erickson confirmed the contract period for City of Bremerton is 2 months but it is only being used for one day. Motion Passed.**

**Action-**

**Resolution 2017-005 Adjusting Admin and Management Wage Scales-**

Executive Director Kirton reported the Resolution adjusts the Admin and Management Wage. Some research was done to see what other agencies in the area and other 911 centers are doing for their employees. The Kitsap 911 represented employees have in their contract 2.5% and this was budgeted at 2.5%.

**Director David Ellingson made a motion to approve a 2.5% increase for non-represented employees. Motion was seconded by Director Becky Erickson. Motion Passed.**

**Closed Session to Discuss Labor Relations**

**Start:1310**

**End: 1331**

**Budget-**

**Technical Budget**

Mr. Kirton reviewed the appropriation requests for the technical projects for the 2018 Budget with the Executive Committee. The Executive Director Kirton will present this to the Board of Directors on December 5th.

**December Board Meeting-**

Mr. Kirton plans to present the Technical Budget, the Meeting schedule for 2018 and the normal presentations items for the December 5th meeting at Norm Dicks. Discussion took place if they should elect a Chair and Vice Chair at this meeting but it was decided to wait until the March meeting when the new Board of Director positions are filled. However, they will request approval of the executive board representatives at the meeting.

**2018 Meeting Schedule-**

Mr. Kirton will propose the same meeting schedule cycle for the Board of Directors with the addition of one extra meeting for budget. A resolution will be drafted and presented to the Board of Directors.

The Executive Committee agreed to continue their current meeting schedule of the 2nd and 4th Weds of every month at 1:00PM, with the exception of October. These meetings will take place on October 10th and October 31st.

**Reports-**

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

Financial Manager Tracey Kellogg provided the budget reports for October 2017. The budgeted revenues continue to be ahead of projections and budgeted expenditures are behind projected. Regional outlook for Kitsap and Pierce County show strong employment growth

**Staffing Report-**

Deputy Director Maria Jameson-Owens reported one of the newest hired employees resigned and this employee was not fully trained. The Financial Manager Tracey Kellogg is leaving and has accepted a position with Snohomish County Health District. Financial Manager Tracey Kellogg said she cannot say enough good things about this agency and has to relocate for personal reasons. Kitsap 911 Human Resource continues to be busy recruiting for these positions and a Technical position due to a technician is retiring in March. There are currently seven vacant positions on the operations floor.

**2017 Goal and Tech Project Update-**

*MCT Software Upgrade-* This is project is marked as complete there are still a handful of MCT that have not logged into the network in 6 months. The MCT Coordinator and Kitsap 911 Technicians are working on these as Kitsap 911 pays for licensed.

*Multi Factor Authentication-* The plan is completed for this project and the implementation of the project will carry into 2018.

*Next Gen 911-* There are some address work that needs to be completed with Bainbridge Island, City of Poulsbo and Port Orchard.

*GioSpatial Routing-* The State is changing the due date and Kitsap 911 is pushing to get the County to complete and for the State to validate the data entry.

*Tower Site Improvement-* The project is on track but dependent on information regarding the braces on Gold Mountain this may have to carry over to 2018

*Microwave System Improvements-* In the north end staff and consultants identifies trees as a problem. They cut six trees and the problem still exists, They are back to the drawing board to work on why this is occurring.

*Transfer of Building-*Kitsap County stated the transfer will be done at the end of the year and it still has not appeared on the public agenda. Additionally the County is the only agency not to have a user agreement completed.

**Additional Agenda Items-**

None

**Good of the Order:**

Director David Ellingson wished everyone a Happy Thanksgiving.

**Adjournment 14:39**

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

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