

**Kitsap 911 Executive Committee Meeting of**

**December 13, 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 Gary Simpson, Director Patty Lent, Strategic Advisory Board Chair Jeff Griffin, Strategic Advisory Board Vice-Chair Chief Matthew Hamner, Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens, Financial Manager Tracey Kellogg, Human Resource Manager Rachael Taylor and Administrative Specialist Stephanie Browning. Absent:

**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 22, 2017. Motion was seconded by Director Dusty Wiley. One abstained from Director Simpson. Motion Passed.**

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

**Director David Ellingson moved approval of A/P 1652 through 1693 Total $57,427.96 and Payroll dated 12/01/17 Total $276,266.59. Motion was seconded by Director Dusty Wiley. Motion Passed.**

**Ratification of Executed Contracts:**

None

**Action-**

**Resolution 2017-008 Authorizing Purchases from or through the United States Government-**

Executive Director Kirton informed the committee that Kitsap 911 purchasing policy states we can make purchases from or through the Government as long as a resolution is enacted.

**Director David Ellingson made a motion to approve Resolution 2017-008. Motion was seconded by Director Gary Simpson. Motion Passed.**

**Executive Directors Salary**

Executive Director Richard Kirton will be due for a step increase on December 26th.

**Director David Ellingson made a motion for a 5% step increase to the Executive Director effective December 26th, 2017. Motion was seconded by Director Gary Simpson. Motion Passed.**

Closed Session to Discuss Labor Relations

Start 1309

End 1319

**Reports-**

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

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

**Staffing Report-**

Director Kirton stated there was no change since the report at the Board of Directors Meeting last week. There are eight viable candidates for the Financial Manager position and one for the Technical position. Interviews will take place shortly after the first of the year.

**2017 Goal and Tech Project Update-**

*Transfer of Building-* The County Administrator has stated Kitsap County will not be signing the Military department agreement until after Kitsap 911 and Emergency Management have a lease agreement for space. There is a draft agreement that will go to Kitsap County in the next few weeks.

*End of Year Inventory-* All of the last fleet of MCT are still on the inventory and in the Kitsap 911 storage shed and need to be removed. The removal takes action from the Executive Committee. Once the MCT are removed from the inventory they can be surplus; there is little value. Executive Director Kirton needs to know what details the Committee would like see. Director Lent made the suggestion to donate them to a class or repurpose them. Director Erickson said the City of Poulsbo would like to keep 3-4 of them and deploy them out with their Public Works and wonders if that is possible. Mr. Kirton is not sure they will be of any value for either purposes but suggested their tech representative contact Paul Cocus at Kitsap 911.

**Additional Agenda Items-**

None

**Good of the Order:**

Chief Griffin stated the Strategic Advisory Board has elected a new Fire Representative who is Chief Wright and he will be the Vice Chair and Police Representative Hamner will be the Chair. Hamners position will be confirmed after the Police Chiefs meeting tomorrow. Chief Griffin appreciated being a part of these meetings.

Director Ellingson wished everyone a very Merry Christmas.

**Adjournment 13:34**

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

## January 10, 2018 from 13:00-15:00 at the CENCOM facility.